

# PUBLIC BOARD MEETING MINUTES

January 22, 2026

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  
Keith Whittaker – Finance Director  
Clif Laughman – Fire Chief  
John Snyder – Police Chief  
Kelly Kelch – Township Manager  
Ryan Cummings - Engineer  
Stephanie Badin – Zoning & Codes  
Andrew Herrold – Solicitor  
Rich Shaw- Public Works  
Laura Mummert – Stenographer

## CALL TO ORDER:

A. The Pledge of Allegiance was recited.

## EXECUTIVE SESSION:

Chairman Harlacher announced there was an executive session held before the evenings meeting to discuss personnel matters.

## PUBLIC COMMENT:

None

## APPROVAL OF MINUTES:

A. The minutes of December 18, 2025, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of December 18, 2025, as presented.

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

B. The minutes of January 5, 2026, Re-Organization Meeting were provided for approval. Motion to approve the Re-Organization Meeting Minutes of January 5, 2026, as presented.

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

**OPEN FLOOR DISCUSSION:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

- A. T-906 FINAL LAND DEVELOPMENT PLAN FOR CERTIFIED CLEAN FILL (SOIL) ONSITE DISPOSAL AREA FOR BAE SYSTEMS LAND AND ARMAMENTS, LP: Motion to conditionally approve a final land development plan for BAE Systems depicting a certified clean fill (soil) onsite disposal, landscape screening area and a stone access drive to the northeastern part of the parcel located at 1100 Bairs Road (Tax Map: HG: Parcel: 0056A) in the General Industrial Zone, subject to the comments below being addressed prior to recording the plan. HRG has reviewed the financial security estimate provided by Site Design Concepts and recommends the BOS require financial security in the amount of \$109,758.00.

**Subdivision and Land Development Ordinance:**

1.	§121-14.D.14A <i>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 cover sheet prior to recording the plan. <b>Acknowledged by the applicant.</b></i>
2.	§121-15.F A notarized statement signed by the landowner, to the effect that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded as such... This must be dated following the last change or revision to said plan. <b>Acknowledged by the applicant.</b>
3.	§121-15.F.8 E&S Plan and NPDES plan as approved by the York County Conservation District. <b>Acknowledged by the applicant.</b>
4.	§121-17 <i>Financial security. Final plan applications that include public improvements that have not been installed shall include financial security in accordance with §121-17.A.1 and §121-17.A.2.a. The amount of the 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. <b>The Township Engineer, HRG, has reviewed the financial security estimate submitted by Site Design Concepts and recommended the Board of Supervisors accept the financial security estimate in the amount of \$109,758.00. On 1-22-2026, the West Manchester Township Board of Supervisors voted to accept the financial security estimate of \$109,758.00. Please submit financial security to West</b></i>

	<b><i>Manchester Township prior to the plan being recorded. The Township prefers bonds or letters of credit that are automatically extending or evergreen.</i></b>
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**Stormwater Management Ordinance: (HRG's Review Memo)**

1.	§113-18.D All original seals, signatures and notarizations shall be provided on each copy of the final plan and report prior to being recorded. <b><i>Acknowledged by the applicant.</i></b>
2.	§113-23 All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued. <b><i>Acknowledged by the applicant.</i></b>
3.	§113-24 The applicant shall schedule all required inspections with 48-hours' notice. <b><i>Acknowledged by the applicant.</i></b>
4.	§113-24 Applicant shall schedule a pre-construction meeting with the Township, Township Engineer and Township Stormwater Engineer prior to the start of any construction. <b><i>Acknowledged by the applicant.</i></b>
5.	§113-29 The applicant shall pay all required fees. <b><i>Acknowledged by the applicant.</i></b>

**General Comments:**

1.	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) <b><i>Acknowledged by the applicant.</i></b>
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) <b><i>Acknowledged by the applicant.</i></b>
3.	All administrative items shall be addressed prior to plan recording (payment of all invoices, financial security submitted to the Township, etc.) <b><i>Acknowledged by the applicant.</i></b>
4.	All final plans, as recorded with all required signatures, shall be submitted in electronic format after recording. (i.e. PDF) <b><i>Acknowledged by the applicant.</i></b>
5.	Provide a letter from the York County Conservation District approving the Erosion and Sedimentation Control Plan, if applicable. (§113-18.E.5) (HRG's Review Memo #1) <b><i>Acknowledged by the applicant.</i></b>
6.	Provide a copy of the NPDES permit, if applicable. (§113-18.E.5) (HRG's Review Memo #1) <b><i>Acknowledged by the applicant.</i></b>

**The Board of Supervisors granted the following requested waivers:**

1.	§121-9 Preliminary Plan.
2.	§121-14.A.1 & §121-15.A Which requires the plan to be drawn at a scale of 10, 20, 30, 40, 50, 60 80 or 100 feet to the inch.
3.	§121-14.D.12 Which requires property markers to be set.
4.	§121-14.C.3 Which requires improvements to be shown within 200 feet of the subject tract.
5.	§121-25 Which required curbs and sidewalks to be provided along the frontage of the entire property.

MOTION: R. Ruman  
 SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- B. VOLUNTEER FIREFIGHTER TAX CREDIT ELIGIBILITY: Motion to approve the certified tax credit eligibility list in accordance with Ordinance 23-03 as presented by the Fire Chief.

MOTION: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- C. RESOLUTION 26-06 AMENDMENT TO THE 2025 BUDGET: Motion to approve Resolution 26-06, amendment to the 2025 General Fund budget to more accurately reflect the needs of the Township. Director Whittaker has provided the Board with the Resolution and an attachment supporting the budget revisions for their review.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- D. 2026 FUND BALANCE POLICY: Motion to approve staff recommendation to establish the 2026 fund balance at a minimum of \$2,276,824.77. This policy is in place to ensure funds are available to pay bills acquired during the first quarter of the following year until revenues for that same year are collected.

MOTION: G. Margetas

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- E. APPLICATION FOR PAYMENT: Motion to approve an application for payment #1 for Wexcon, Inc., in the amount of \$59,878.69 for the 2025 Sewer Manhole Rehabilitation project.

MOTION: G. Margetas

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- F. ORDINANCE 26-02 AMENDMENT TO PARKING RESTRICTIONS: Motion to approve Ordinance 26-02, amending the code of the Township to extend parking restrictions for commercial and large vehicles to additional residential zones.

MOTION: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- G. LITTLE CONEWAGO CREEK MASTER SITE PLAN APPROVAL: Motion to approve authorizing the Township Engineer, HRG, to develop a master site plan for the Little Conewago Creek Conservation Area to maximize its use for Township residents. The cost of this project will be \$8,500.00 plus deliverables.

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

- H. T-891 DECOMMISSIONING VALUES FOR YORK COUNTY PA S1, LLC FOR YORK GARBER 1: Motion to approve decommissioning values related to the final land development plan for York Garber 1 located at 1750 Taxville Road. Dawood Engineers, a Woolpert Company, has reviewed the decommissioning estimate for the York Garber 1 site and recommends accepting financial security in the amount of \$353,691.40 as proposed by the applicant.

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

- I. T-892 DECOMMISSIONING VALUES FOR YORK COUNTY PA S2, LLC FOR YORK GARBER 2: Motion to approve decommissioning values related to the final land development plan for York Garber 2 located at 1750 Taxville Road. Dawood Engineers, a Woolpert Company, has reviewed the decommissioning estimate for the York Garber 2 site and recommends accepting the financial security in the amount of \$494,518.33 as proposed by the applicant.

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

- J. ROAD CLOSURE: Motion to ratify a road closure that took place on January 16<sup>th</sup>, 2026, on Baker Road between East Berlin Road and Fairway Drive for fiber optic lines hanging low posing dangerous conditions for motorists.

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

- K. RESOLUTION 26-07 SNOW EMERGENCY DECLARATION: Motion to approve Resolution 26-07, declaring a snow emergency from January 23<sup>rd</sup> at 7 p.m. until January 27<sup>th</sup> at 7 p.m.

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

**ADMINISTRATIVE REPORTS:**

- A. RECREATION DIRECTOR: Director Paul’s report was reviewed. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker’s report was reviewed. Whittaker announced that the 2025 audit will soon begin. No further questions.
- C. FIRE CHIEF: Chief Laughman’s report was reviewed. Chief Laughman announced he would be meeting with all departments and emergency personnel on Friday to prepare for the upcoming snow storm event. 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 transition from Dawood to HRG as Township Engineer was going well. No further questions.
- F. ENGINEER: Engineer Cummings 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 Shaw’s report was reviewed. No further questions.

**STORMWATER MANAGEMENT/MS4**

Stephanie Badin, the Township’s MS4 Storm Water Inspector, announced that she 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	37979-38115	\$ 732,435.65
Liquid Fuels	1765-1783	\$ 30,821.23
Sewer Fund	6797-6831	\$ 726,062.42
Payroll #1 Pay Ending 12/27/25	Paytime Vouchers	\$ 148,018.14
Payroll #2 Pay Ending 01/10/26	Paytime Vouchers	\$ 147,716.87

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

**ADJOURNMENT:**

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

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