

PUBLIC BOARD MEETING MINUTES

June 25, 2026

Chairman Harlacher called the meeting to order at 7:00 p.m.

ATTENDANCE:

Supervisors Present:

Steven Harlacher – Chairman
Ron Ruman – Vice Chairman
Felicia Dell - Supervisor

Staff Present:

Kelsey Paul – Parks & Recreation
Keith Whittaker – Finance Director
Clif Laughman – Fire Chief
Matthew Emig – Police Lieutenant
Kelly Kelch – Township Manager
Ryan Cummings - Engineer
Rachelle Sampere – Zoning & Codes
Elizabeth Gangloff – Solicitor
Chad Baker - 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:

A. Mr. Kyle Hawkins of 3076 Quail Lane came to address the Board with his concerns with a fence he wants to build in a stormwater easement and being told he needs to sign and pay for a variance agreement. He questioned why this needs to be done, and in the past he never had to do this before. Manager Kelch explained the issues with the past and residents constructing items in easements and the problems that it presents. The Board approved a new system of having homeowners sign and pay for a variance agreement. Mr. Hawkins explained it was a lot of money, and could the Board not charge him since he needed the fence up as it surrounds a swimming pool and poses a safety hazard. The Board apologetically informed him he would need to pay.

B. Mr. John Besore of 2447 North Gabrielle Court, came to ask the Board if they made any progress with his complaint from the April meeting about feral cats and his neighbor feeding them. Manager Kelch informed him that this would become a civil suit and that he and his neighbors would need to be willing to testify of what they have witnessed in front of the magistrate judge. The zoning officer will send a letter to the resident about the cat issue.

C. Ms. Nicolle King and her husband, of 1210 Richard Street, came to express their concern for the neighboring home that had reconstructed their connecting driveway and it was now causing water issues and flooding on their property because it was not graded correctly. Ms. King also informed the Board of junk and debris in the neighbors back yard that was out of control. Manager Kelch informed the King's that the Zoning Officer would look into this and come out to inspect and inform them of the next steps.

APPROVAL OF MINUTES:

- A. The minutes of May 28, 2026, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of May 28, 2026, as presented.

MOTION: R. Ruman
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY with Supervisor Dell abstaining.

- B. The minutes of May 28, 2026, Public Hearing for Amendment to Zoning Ordinance were provided for approval. Motion to approve the Public Hearing Minutes of May 28, 2026, as presented.

MOTION: R. Ruman
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY with Supervisor Dell abstaining.

- C. The minutes of May 28, 2026, Public Hearing for a Dangerous Building were provided for approval. Motion to approve the Public Hearing Minutes of May 28, 2026, as presented.

MOTION: R. Ruman
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY with Supervisor Dell abstaining.

OPEN FLOOR DISCUSSION:

None

OLD BUSINESS:

- A. DANGEROUS BUILDING UPDATE: Zoning Officer Sampere updated the Board that she had not heard or received any communication from the owners or the attorney for the dangerous building located at 4320 West Market Street since the public hearing in May. Solicitor Herrold submitted his Findings of Fact and Conclusions of Law. The Board agreed to take the next steps with reaching out to the owner to inform them the building must be demolished. If the owner does not take action within the allotted time, the Township will demolish the building. A motion to approve Solicitor Herrold's Findings of Facts and Conclusions of Law.

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

NEW BUSINESS:

- A. STORMWATER MANAGEMENT ORDINANCE WAIVER REQUEST: The engineer and applicant were in attendance and addressed the Board on why they are asking for a waiver request for a fence to be constructed in a stormwater BMP for their daycare facility. Staff and the Board had many concerns for the safety of the children it could pose if being built there. Staff asked some questions of the project manager, Mr. Robert Davis, and he explained that he would need to look into it to find the answers. A motion was made to table the waiver request for Tiny Muscles until further information could be found that the Board has requested.

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

- B. T-910 FINAL SUBDIVISIONS AND LAND DEVELOPMENT PLAN FOR WASHINGTON MEADOWS: Motion to approve a final subdivision and land development plan depicting an 11-lot subdivision creating 10 new single family residential lots from the 29.88-acre parent tract located south of the intersection of Taxville Road and Baker Road. The project will be served by public sewer, private force main sewer and public water. HRG has reviewed the financial security estimate for public improvements and recommends the Board require \$591,892.00. Mr. Zane Williams represented Gordon Brown and confirmed his company agreed to the outstanding waivers and conditions provided below. These items must be addressed prior to the recording of the plan:

Subdivision and Land Development Ordinance (SLDO):

1.	§121-14.F.2 Recreation Impact Statement. <i>The applicant has provided a recreation fee of \$1,500 per lot/dwelling unit with the submission of this application.</i>
2.	§121-15.F.5 A statement of dedication of streets and other public property, as well as area that is not to be offered for dedication. See Appendix No. 2. Number 29 under Notes and Site Data on sheet 2 of 19 states: "Developer offers for dedication to the West Manchester Township, the sanitary sewer collection and/or interceptor lines and appurtenances constructed by the developer, and a twenty-foot- wide perpetual easement consisting of 10 feet on either side of the centerline, and identified as "Public", for maintenance, repair, replacement or enlargement thereof together with the right of ingress, egress and regress thereof. The limit of West Manchester Township ownership and maintenance is proposed at Manhole 804F.
3.	§121-17 Financial security is required for any public improvement not installed as part of the preliminary subdivision and land

	development plan. <i>HRG has reviewed the financial security estimate. The Board of Supervisors voted to require financial security in the amount of \$591,892. Submit financial security prior to recording the plan. The Township prefers letters of credit or subdivision bonds that automatically extend.</i>
4.	§121-17.D Engineering Escrow. In addition to all bonds or other security required, the applicant shall deliver to the Township a check payable to the Township in the amount of 3.5% of the bond or other security. The amount deposited by the applicant shall be used by the Township to cover the costs of assuring the proper construction and completion of improvements, including inspection during installation, inspection upon completion, administrative costs and other related costs. If the amount deposited by the applicant is not sufficient to cover such costs, the applicant shall furnish additional amounts from time to time, when notified to do so. <i>The initial deposit shall be \$20,716.22 (based upon 3.5% of the \$591,892 shown above.)</i>
5.	§121-18 Dedication and acceptance of improvements. All improvements shall be deemed to be private and only for the benefit of the specific project until such time as the same have been offered for dedication and formally accepted by the Board of Supervisors. No responsibility of any kind with respect to improvements shown on the final plan shall be transferred until the improvements have been formally accepted. All requests for dedication shall follow the current procedures of the Township of West Manchester.
6.	§121-21 As-built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit an as-built plan showing the location, dimension and elevation of all public improvements... Two copies of the plan shall be submitted to the Township, which shall distribute 1 copy to the Township Engineer and retain 1 copy for the Township files.

Administrative Comments:

1.	All Land Disturbance Activity shall not be initiated until all applicable permits have been issued. (§113-23)
2.	The Applicant shall schedule all required inspections. (§113-24 and §121-20)
3.	Applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the start of any construction. (§113-24 and §121-20)
4.	Applicant shall be responsible for scheduling all required inspections with 48-hours' notice. (§113-24 and §121-20)

5.	Upon completion of all required improvements and prior to release of the performance bond, the applicant shall submit an as-built plan. (§121-21)
6.	Provide a signed and execution Operation & Maintenance agreement. (§113-27).
7.	Provide an improvement guarantee. (§121-15.F.9)
8.	The applicant shall pay all required fees. (§121-15.G)

General Comments:

1.	Please submit the homeowner's association documents and covenants for the Township Solicitor to review. <i>The Township Solicitor has reviewed the documents. Requested revisions were sent to Phil Carpenter, Karen Washington and Christopher Owens via email on 6/24/2026. Revisions must be resubmitted to the Township prior to recording the plan.</i>
2.	A new legal description for the newly combined lot must be prepared and recorded with the plan so that the York County tax maps are updated. <i>The Applicant submitted the lot descriptions for HRG to review. HRG found them to be acceptable.</i>
3.	All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
4.	All approved final subdivision and land development plans shall be submitted in electronic format with all required signatures after the plans have been recorded. (i.e. PDF)

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

C. T-909 FINAL LAND DEVELOPMENT PLAN FOR BAE NEW OFFICE BUILDING:

Motion to approve a final land development plan depicting the demolition of three (3) buildings and the construction of a new office building, associated stormwater management and landscaping for BAE Systems Land and Armaments. The plan also depicts the location of a temporary office building which will be removed from the property by the end of December 2027. This project is located at 1100 Baird Road in the General Industrial Zone. The project will be served by public water and sewer. HRG has reviewed the financial security estimate and recommends the Board require security in the amount of \$515,972.00. Mr. Trevor Jones was in attendance and agreed to completing the below mentioned outstanding waivers and comments before the plan can be recorded:

Subdivision and Land Development Ordinance:

1.	§121-14.E.2 & §121-15.F.3 <i>A sewer facilities plan revision or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. Will there be a change in sewage</i>
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	capacity (increase or decrease) due to the proposed demolition of the 3 buildings and the construction of the new office building? Please provide the sewer planning module exemption mailer for the Township to review before sending it to PA DEP. Provide PA DEP's approval to the Township upon its availability and list the approval information on the cover sheet of the plan set prior to recording the plan. (HRG's Review Memo #4)
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.
3.	§121-15.F.8 E&S Plan and NPDES plan as approved by the York County Conservation District.
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. The Township Engineer reviewed the financial security estimate. The Board of Supervisors voted to require financial security in the amount of \$515,972.00. Submit financial security prior to recording the plan. The Township prefers letters of credit or subdivision bonds that automatically extend.</i>
5.	§121-17.D <i>...The applicant, in addition to all bonds or other security required, shall deliver to the Township a check payable to the Township in an amount equal to 3.5% of the bond or other security. The amount deposited by the Applicant shall be used by the Township to cover the costs of assuring the proper construction and completion of the improvements, including inspection during installation, inspection upon completion, administrative costs and other related costs. If the amount deposited by the Applicant is not sufficient to cover such costs, the Applicant shall furnish additional amounts, from time to time, when notified to do so. Township staff will communicate the amount of the engineering escrow after the Board of Supervisors conditional approval of the LDP. The initial engineering escrow deposit shall be \$18,059.02 (based upon 3.5% of the \$515,972 shown above).</i>

Sanitary Sewer (Chapter 109):

1.	§109-23 Drawing CU102, Sheet 16: <i>It is noted that the information that was formerly on CU102, Sheet 16 is now on CU102, Sheet 26.</i>
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	a. Confirm the existing sanitary sewer pipe material that the proposed connection is shown to connect is labeled on the plan. The plan view shows the pipe as sanitary sewer not as sanitary sewer force main but both lines area shown as the same diameter. b. Provide a connection detail for the connection of the sanitary sewer force main to the existing 4-inch sanitary sewer.
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Required Agency Approvals:

1.	§113-18.E.5 Provide a letter from the York County Conservation District approving the Erosion and Sedimentation Control Plan (HRG's Review Memo #4)
2.	§113-18.E.5 Provide a copy of the NPDES permit. (HRG's Review Memo #4)

Administrative Items to be Completed Prior to/Upon Plan Approval: (HRG's Review Memo #4)

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.
2.	§113-23 All Land Disturbance Activity shall not be initiated until all applicable Township permits have been issued.
3.	§113-24 & §121-20 The Applicant shall schedule all required inspections.
4.	§113-24 & §121-20 The Applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the state of any construction.
5.	§113-24 & §121-20 The Applicant shall be responsible for scheduling all required inspections with 48 hours' notice.
6.	§121-21 Upon completion of all required improvements and prior to release of the performance bond, the Applicant shall submit an as-built plan. (2 sets of as-built plans)
7.	§113-27 Provide a signed and executed operation and maintenance (O&M) agreement.
8.	§121.15.G The Applicant shall pay all required fees.

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)
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)
3.	All administrative items shall be addressed prior to plan recording (payment of all invoices, financial security submitted to the Township, etc.)

4.	All final plans, as recorded with all required signatures, shall be submitted in electronic format after recording. (i.e. PDF)
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Additionally, on June 25, 2026, the West Manchester Township Board of Supervisors voted to approve the following requested waivers:

W1.	§121-9 Preliminary Plan.
W2.	§121-14.A.2 Surveyor's Signature Block. A site survey was conducted for the BAE property by Site Design Concepts in December 2023. The survey covered the proposed site and the area remains unchanged since. The owner wishes to utilize the previously completed survey for this project.
W3.	§113-17.Q Easements. To allow a blanket easement in lieu of a dedicated stormwater easement.

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

- D. ROAD CLOSURE REQUEST: Motion to approve a road closure request from Jalana Firestone for a block party to be held on June 27, 2026, from 1 pm to 10 pm. This would affect Stanton Street between N. Gotwalt Street and N. Scott Street.

MOTION: F. Dell
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

- E. ROAD CLOSURE RATIFICATION: Motion to ratify a road closure that took place on June 11th, 2026, on North Drive between Wilt Drive and Loucks Road for an emergency gas leak.

MOTION: R. Ruman
SECOND: F. Dell
MOTION PASSED UNANIMOUSLY

- F. 1864 GOLDEN EAGLE DRIVE SHED IN EASEMENT AGREEMENT: Motion to approve a request from Samuel and Lisa Weinstein to allow a shed to be placed within the 10' wide drainage and utility easement along the rear property line located at 1864 Golden Eagle Drive. The Township Engineer has reviewed the request and recommends placement of the shed. The agreement will be recorded at the Recorder of Deeds' office after its signed by the property owner prior to a permit being issued.

MOTION: F. Dell
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

G. FIREWORKS PERMIT APPLICATION: Motion to approve a fireworks application submitted by the Township Parks and Recreation Dept. for Tuesday, July 14th, with a rain date of July 15th, to have fireworks at the Old Time Carnival to be held at Sunset Lane Park. This also includes waiving the fees associated with this event. All required documents have been included with the application.

MOTION: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

H. FIREWORKS PERMIT APPLICATION: Motion to approve a fireworks permit application submitted by Atlanta Special FX LLC for July 28, 2026, to have pyrotechnics for the Brantley Gilbert Country concert at the York State Fair. All required documents have been included with the application.

MOTION: R. Ruman

SECOND: F. Dell

MOTION PASSED UNANIMOUSLY

I. T-899 FINANCIAL SECURITY RELEASE REQUEST AND ESTABLISH 18-MONTH MAINTENANCE AND GUARANTEE FOR SHEETZ #255 REBUILD: Motion to approve releasing the remaining financial security in the amount of \$23,700.00 for the land development project located at 1484 Carlisle Road. HRG has reviewed the request and recommends the Board release the financial security in the amount of \$18,801.00 and retain \$4,469.00 as the 18-month maintenance guarantee.

MOTION: F. Dell

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

J. REQUEST FOR FUNDS: Motion to approve a request from the Public Works Director for funds in the amount of \$38,000.00 for a dump bed and safety lights to be installed to complete the 2025 Ford F-600 scissor truck build.

MOTION: S. Harlacher

SECOND: F. Dell

MOTION PASSED UNANIMOUSLY

K. ROAD BID AWARDS: Motion to approve awarding the following road bid contracts for Paving and traffic line painting:

A. Paving Contract 1: West York Estates – Stewart & Tate, Inc. for \$132,130.25

B. Paving Contract 2: S. Zarfoss Rd & King St. – Kinsley Construction Site York for \$109,453.00

C. Traffic Line & Symbol Painting Contract: D. E. Gemmill, Inc. for \$74,570.93

MOTION: R. Ruman

SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

L. MAINTENANCE AND EMERGENCY CONTRACT BID AWARDS: Motion to approve Awarding the following maintenance and emergency contracts for excavation and trenchless:

A. Excavation Contract: Rogele, Inc.
MOTION: F. Dell
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

B. Trenchless Contract: Mr. Rehab, LLC
MOTION: R. Ruman
SECOND: F. Dell
MOTION PASSED UNANIMOUSLY

M. RESOLUTION 26-15 GENERAL AND SANITARY SEWER STANDARD CONSTRUCTION MATERIALS AND SPECIFICATIONS: Motion to approve Resolution 26-15, updating the General and Sanitary Sewer Standard Construction Materials and Specifications.

MOTION: R. Ruman
SECOND: F. Dell
MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Paul's report was reviewed. Director Paul announced that summer playground had begun and was going well. She also informed everyone about the upcoming Music and Movies series. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. He announced the audit was complete and that the Township received an LSA grant for help with the purchase of a new car. 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. 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 Baker's report was reviewed. No further questions.

STORMWATER MANAGEMENT/MS4

Rachelle Sampere announced that stormwater/MS4 operator 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	38682-38832	\$ 791,121.17
Liquid Fuels	6967-7005	\$ 747,548.19
Sewer Fund	1852-1861	\$ 6,733.76
Payroll #12 Pay Ending 06/05/26	Paytime Vouchers	\$ 152,140.55
Payroll #13 Pay Ending 06/19/26	Paytime Vouchers	\$ 154,123.44

MOTION: R. Ruman
SECOND: F. Dell
MOTION PASSED UNANIMOUSLY

ADJOURNMENT:

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

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