

PUBLIC BOARD MEETING MINUTES

March 27, 2025

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

ATTENDANCE:

Supervisors Present:	Ron Ruman – Vice Chairman George Margetas – Supervisor
Staff Present:	Lori Trimmer – Parks & Recreation Keith Whittaker – Finance Director Clif Laughman – Fire Chief John Snyder – Police Chief Kelly Kelch – Township Manager Rainer Niederoest - Engineer Rachelle Sampere – Zoning & Codes Elizabeth Gangloff – Solicitor Rich Shaw- Public Works Laura Mummert – Stenographer
Supervisor Absent:	Steven Harlacher - Chairman

CALL TO ORDER:

A. The Pledge of Allegiance was recited.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

A. The minutes of the February 27, 2025, Public Meeting were provided for approval.
Motion to approve the Public Meeting Minutes of February 27, 2025, as presented.

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

OPEN FLOOR DISCUSSION:

None

OLD BUSINESS:

None

NEW BUSINESS:

- A. T-898 PRELIMINARY/FINAL LAND DEVELOPMENT PLAN FOR MAIN CAMPUS IMPROVEMENTS FOR WEST YORK AREA SCHOOL DISTRICT: A brief background was given by the school district representation for this project. Vice Chairman Ruman and Manager Kelch inquired whether the school district still planned to help the Township with stormwater mitigation issues on Brenda Road and Potomac Avenue by the Sunset Lane Baseball field and Trimmer Elementary School. It was said that since the school district did not intend to move forward with the sports fields projects it was not something they were planning on doing. Moreso, this plan was specifically for the high school/middle school complex. It was advised that the Township approach the school district separately for the stormwater matter on Brenda Road and Potomac Avenue. Vice Chairman Ruman asked School district board member in attendance Mr. Hamme if he would please take this back to the school board for discussion. Mr. Hamme said he would do so. Motion was made to conditionally approve a preliminary/final land development plan depicting the proposed construction of a new track, new parking, improved vehicular circulation, new athletic fields, stormwater management facilities and associated improvements located at 1800 Bannister Street (Tax Map: 02; Parcel: 0069) in the Open Space Zone and Local Commercial Zone. Dawood Engineers has reviewed the financial security estimate and recommends \$2,704,708.00. This approval is subject to the following comments being addressed prior to recording the plan:

Subdivision and Land Development Ordinance (SLDO):

1. *§121-14.D.14 & §121-15.D A 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(s). Please update the waiver statement to include the requested waiver §121-23.R.1 Access Drives and §113-17.H.1 Inlet gutter spread greater than ½ the travel lane. on sheet 2 of 39. Please update the waiver statement following the Board of Supervisors' action. (Dawood in-house review memo)*
2. *§121-14.G.2 & §121-15.F Certifications and notifications. A statement by the individual responsible for the data to the effect the survey, plan and/or other general data are correct (See Appendix No. 1) This statement must be placed on both plans and reports. Sign and seal the plans and reports. (Dawood in-house review memo & Dawood Review Memo #2)*
3. *§121-17 Financial Security. Please submit a public improvements estimate in accordance with this section for Dawood Engineers to review. 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... West Manchester Township prefers*

automatically extending or evergreen irrevocable letters of credit or escrow accounts. Such financial security shall be posted by a reputable chartered lending institution or bonding company authorized to do so in the Commonwealth of Pennsylvania and is subject to review by the Township Solicitor for adequacy. Please provide a construction bond, letter of credit or escrow check. Bonds or letters of credit shall be automatically extending. **The public improvements financial security estimate in the amount of \$2,704,708.00 submitted by the Applicant has been approved by the Board of Supervisors.**

4. *§121-17.D Upon approval by the Board of Supervisors of a final plan, 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 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. **Please provide an engineering escrow check in the amount of \$94,664.78 to West Manchester Township prior to recording the plan.***
5. *§121-19 Maintenance guaranty. The Board of supervisors shall require the applicant to submit a maintenance guaranty or other approved guaranty as specified herein, guaranteeing the structural integrity as well as function of the improvement(s) shown on the plan for a term not to exceed 18 months from the date of acceptance of the dedication by the Board of Supervisors. Said guaranty shall not exceed 15% of the actual cost of installation of said improvements and be of the same type of financial security as required in this Article. Provide a maintenance guaranty in accordance with this section of the Ordinance. (Dawood in-house review memo)*
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. In addition, the plan shall indicate that the resultant grading, drainage structures an/or drainage systems and erosion and sediment control practices, including vegetative measures, are in substantial conformance with the previously approved drawings and specifications. Two copies of the plan shall be submitted to the Township, which shall distribute one copy to the Township Engineer and retain one copy for the Township files. As-built plans will be required prior to issuance of a final use and occupancy certificate. (Dawood in-house review memo)*

Stormwater Management Ordinance:

1. *§113-18.E.5 Provide an approval letter from the York County Conservation District for the soil erosion and sediment control plan. (Dawood Review Memo #4)*
Applicant's response: YCCD is currently reviewing the NPDES Application (Technical comment resubmission on 3/11/2025.) A copy of the approval letter from YCCD will be provided upon receipt.

2. §113-25 After construction, provide as-built plans and certification of the SWM BMPs included in the approved plan. (Dawood in-house review memo & Dawood Review Memo #2)
3. §113-27 Prior to final approval of the plan, prepare and record an O&M Agreement. (Dawood in-house review memo & Dawood Review Memo #2)

General Comments:

1. 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)
2. The signature of the individual responsible for the data to the effect that the survey, plan and/or other general data are correct.(§121-14.G.2)
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 (i.e. PDF)
5. Dawood and Township staff reserve the right to comment on all future plan submissions or provide additional comments if new issues arise.
6. Verification must be provided indicating that the plan for erosion and sediment control was approved by the York County Conservation District. Provide a copy of an approved NPDES permit to West Manchester Township prior to the plan being released for recording. (§121-15.F.8)

The Board of Supervisors granted the following requested waivers and modification:

- W1. §121-9 *Preliminary Plan*. Dawood agrees with this waiver. (Dawood Review Memo #2)
- W2. §121-14.A.2 *Dimensions for entire tract boundary*. Dawood has no objections to the waiver. (Dawood Review Memo #2)
- W3. §121-14.B.11 To not provide existing lot line markers/ monuments along the perimeter of the existing tract. Dawood has no objections to this waiver. (Dawood Review Memo #2)
- W4. §121-14.C.2 To not provide existing adjacent landowners and adjacent recorded plans for the subject property. The applicant wants to provide only the existing landowners and recorded plans for the subject property where the improvements are to take place due to the relatively large size of the tract. Dawood recommends the Township require the developer to provide all such information on adjacent parcels within 200 feet of the proposed improvements shown on the plans. (Dawood Review Memo #2)
- W5. §121-14.C.3.a To not provide location and width of existing driveways on the subject property within the areas of the proposed improvements. The applicant wants to provide location and width of existing driveways on the subject property within the areas of proposed improvements due to large size of the tract. Dawood agrees with this waiver. Dawood recommends the Township require the developer to provide at least approximate locations and widths of driveways within 200 feet of the proposed improvements using an aerial image of adequate scale and resolution to distinguish such features. (Dawood Review Memo #2)

- W6. §121-14.C.4.a Location, Name & Dimension of Existing Streets, Access Drives & Driveways on site. The applicant wants to provide location, name and dimensions for existing streets, access drives and driveways on the subject property within the areas of proposed improvements due to the large size of the tract. Dawood recommends the Township require the developer to provide at least approximate dimensions of such within 200 feet of the proposed improvements using an aerial image of adequate scale and resolution to distinguish such features. The aerial on the “Existing Conditions Plan – Aerial” sheet (03 of 39) included in the plan set shows the names of such features, but the scale does not allow for the determination of dimensions. (Dawood Review Memo #2)
- W7. §121-15.C Existing features within 200 feet of the subject property. The applicant wants to provide existing features on the subject property within the areas of the proposed improvements only. As with waivers 4 thru 6, Dawood recommends the Township require the developer to provide aerial image of adequate scale and resolution. The current image and scale of sheet 03 of 39 (1” equals 100’) is inadequate for distinguishing even objects as large as a car. (Dawood Review Memo #2)
- W8. §121-23.R.1 Access Drives do not require a specific right-of-way; however, the minimum cartway width shall be 24 feet. The emergency driveway has cartway width of 12 feet.
- W9. §121-25 Curbs and Sidewalks. To provide sidewalk circulation and curbing throughout the site with lot frontage to remain as existing with no new sidewalks. The applicant wants to provide sidewalk circulation and curbing throughout the site with lot frontage to remain as existing with no new sidewalks. Curbing will be provided throughout the site in areas of proposed parking improvements. Though Dawood agrees the walking access through and in many cases around the site is better than some locations in the Township, we recommend requiring sidewalk and curbs along Bannister Street and the portion of Michigan Alley between North Sumner and Seward Street. (Dawood Review Memo #2)
- M1. §113-17.H.1 Inlet gutter spread greater than ½ the travel lane.

MOTION: G. Margetas

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- B. AMUSEMENT TAX: Motion to approve, revise, table or deny a request from Supervisor Ruman to authorize the Township Solicitor to prepare a draft ordinance establishing a 5% amusement tax on admissions to venues such as the York Fair Grounds. *This motion was tabled to next month at the request of Vice Chairman Ruman and Supervisor Margetas as they felt all three members should be present to discuss and decide on the next steps to take.*
- C. PARKS AND RECREATION SPONSORSHIP: Motion to approve, revise, table or deny a request from Supervisor Ruman for staff to solicit park sponsorship proposals. *This motion was tabled to next month at the request of Vice Chairman Ruman and Supervisor Margetas as they felt all three members should be present to discuss and decide on the next steps to take.*

- D. ROAD CLOSURE: Motion to ratify a road closure that took place on March 5th and 6th, 2025, on Filbert Street from Oxford Street to Diamond Street for water main replacement.

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

- E. ROAD CLOSURE: Motion to ratify a road closure that took place on March 6th, 2025, for a water main repair and replacement. This closure occurred on North Oxford Street at the intersection of Filbert Street.

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

- F. SALE OF RESCUE 505: Motion to approve allowing the Fire Chief to place the current Rescue 505 up for sale and to use a broker for this process.

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

- G. APPOINTMENT TO STORMWATER CONSORTIUM: Motion to approve appointing Rachelle Sampere as the Township's primary voting member to the York County Stormwater Consortium.

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

- H. ROAD MATERIALS CONTRACT AWARDS: Contracts for the road materials and maintenance bids were awarded as follows:

Provide Bituminous Seal Coating: A motion to approve the bid award to Russell Standard in the amount of \$234,778.52.

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

Ultra Thin Bonded: A motion to approve the bid award to Asphalt Maintenance Solutions, LLC in the amount of \$418,075.06.

MOTION: G. Margetas

SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

Cold in Place: Motion to approve the bid award to Recon Construction Services, Inc.
In the amount of \$638,007.75.

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

Paving: Motion to approve the bid award to Stewart and Tate in the amount of
\$94,893.75.

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

- I. NEW POLLING PLACE LOCATION: Motion to approve a request from County of York to move the current Lincolnway Fire Department Polling location to the Township Municipal Building due to issues with accessibility and parking at the current location.

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

- J. MEMORANDUM OF UNDERSTANDING: Motion to approve executing a Memorandum of Understanding (MOU) between the Township and the York County Conservation District as part of the MS4.

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

- K. INTERGOVERNMENTAL COOPERATION AGREEMENT ITEMS:

1. RESOLUTION 25-09 MODIFYING THE INTERGOVERNMENTAL COOPERATION AGREEMENT: Motion to approve Resolution 25-09, modifying the intergovernmental cooperation agreement by and among the County of York and numerous municipalities located therein by adjusting the criteria applicable to members of the county board under York County Ordinance 2004-04.

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

2. AMENDMENT TO THE INTERGOVERNMENTAL COOPERATION

AGREEMENT: Motion to approve executing an amendment to the intergovernmental cooperation agreement creating a County Board of Appeals.

MOTION: G. Margetas

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- L. SEWER PIPE REHABILITATION BID AWARD: Motion to approve awarding the 2025 Sewer Pipe Rehabilitation bid to Mr. Rehab who was the lowest bidder in the amount of \$292,759.00.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- M. SEWER MANHOLE REHABILITATION BID AWARD: Motion to approve awarding the 2025 Manhole Rehabilitation bid to Wexcon, Inc. who was the only bidder in the amount of \$128,430.00. Engineer Niederoest added that this was a non-conforming bid because they would be using a different liner than what was put in the bid proposal.

MOTION: G. Margetas

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

- N. APPLICATION FOR PAYMENT I&I MONITORING: Motion to approve for payment #9 from CSL Services, Inc. for the 2023 Wastewater, Infiltration, and Inflow monitoring study. The requested payment amount is \$16,133.33.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- O. APPLICATION FOR PAYMENT ADA RAMP UPGRADES: Motion to approve application for payment #1 from York Excavating Company, LLC for the 2024 ADA Ramp Upgrades. The requested amount is \$14,791.50.

MOTION: R. Ruman

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- P. PENN DOT STORMWATER IMPROVEMENT PROJECT: Motion to approve the Township manager to sign the park access acknowledgement letter provided by Penn DOT in order to replace existing 18 inch stormwater pipe that extends outside the Penn DOT right away onto Dunedin Park with concrete head wall that will be located within the existing right of way.

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

- Q. PERSONNEL AGREEMENT: Motion to approve allowing the Township Manager to sign a personnel agreement for David Coates.

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

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Trimmer announced that gift card bingo waws a success generating over \$5500 in revenue. She thanked the public works and fire department crews for their help. Director Trimmer sadly announced that this meeting was her last. She will be officially retired from the Township after 35 years of service on April 4th. Director Trimmer gave a brief speech and thanked everyone for their help and friendship over the years. Vice Chairman Ruman and Supervisor Margetas thanked Trimmer for her many years of service and all of the great things she accomplished for the Township and its residents. Director Trimmer introduced the new parks and recreation director, Kelsey Paul who was in attendance. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Whittaker announced that the audit was progressing nicely. He also announced that the Township will be changing payroll providers in the near future. Whittaker thanked Director Trimmer for everything she had done over the years. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Chief Laughman thanked Director Trimmer and announced that the fire department made her and assistant parks and rec director Kristi Swartz lifetime members. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. Chief Snyder also thanked Director Trimmer for everything she has done. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Kelch also thanked Director Trimmer and Assistant Director Swartz for their many years of service. They will be greatly missed. Manager Kelch also spoke about the new director, Kelsey Paul and that the Township is happy to have her start. Manager Kelch reminded the Board about the ACT 205 tax and how he had reached out to the City of York seeking

reimbursement and had no response. He asked the Board if they would be in agreement of him reaching out to Senator Keefer and Grove. The Board agreed unaimously. No further questions.

- F. ENGINEER: Engineer Niederoest report was reviewed. Vice Chairman Ruman asked where they were at with the stormwater project on Brenda Road and Potomac Avenue. Engineer Niederoest updated the Board. No further questions.
- G. ZONING OFFICER: Officer Sampere's report was reviewed. No further questions.
- H. SOLICITOR: Solicitor Herrold's report was reviewed. Solicitor Gangloff was in attendance for Solicitor Herrold. No further questions.
- I. PUBLIC WORKS DIRECTOR: Director Shaw'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	36647-36774	\$ 517,635.15
Liquid Fuels	1643-1652	\$ 11,531.58
Sewer Fund	6444-6481	\$ 645,032.24
Payroll #6 Pay Ending 03/08/25	Paytime Vouchers	\$ 126,511.02
Payroll #7 Pay Ending 03/22/25	Paytime Vouchers	\$ 127,367.87

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

ADJOURNMENT:

Motion to adjourn the meeting at 7:59 p.m.

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