

PUBLIC BOARD MEETING MINUTES

May 26, 2022

Chairman Harlacher called the meeting to order at 7:02 p.m.

ATTENDANCE:

Supervisors Present:

Steven Harlacher – Chairman
Ronald Ruman - Supervisor

Staff Present:

Kelly Kelch – Township Manager
Kristi Swartz – Parks & Recreation
Keith Whittaker – Finance Director
Clif Laughman – Fire Chief
John Snyder – Police Chief
Rainer Neidoroest – Engineer
Rachelle Sampere – Zoning & Codes
Andrew Herrold – Solicitor
Rich Shaw – Public Works
Laura Mummert – Stenographer

Supervisor Absent:

Dave Markel – Vice Chairman

CALL TO ORDER:

The Pledge of Allegiance was recited.

EXECUTIVE SESSION:

Chairman Harlacher announced there was an executive session held prior to tonight's meeting to discuss personnel matters.

PUBLIC COMMENT:

Mr. Tom Green, owner of Shiloh Garage at 2183 Carlisle Road, addressed the Board about a letter he received from the police department stating he was suspended from towing vehicles for the Township due to some issues the police have had with his service. He stated he spoke with Chief Snyder and was told he would meet with staff to discuss whether allowing him to be allowed to tow again. Mr. Green asked for an update on this matter. Chief Snyder informed him that he still has not been able to meet with staff to discuss. Mr. Green asked him to have a meeting as soon as possible as not being able to tow for the Township was hurting his business.

Chief Snyder agreed to have the meeting and let Mr. Green know of the status within two weeks of this day, May 26th.

APPROVAL OF MINUTES:

A. The minutes of the April 28, 2022, Public Board Meeting were provided for approval. Motion to approve the Public Meeting Minutes of April 28, 2022, as presented.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION:

No discussion was made.

OLD BUSINESS:

A. LARGE COMMERCIAL VEHICLES ORDINANCE: Solicitor Herrold gave an update on this ordinance and that some changes were made. The Board was made aware of these changes. Motion to approve allowing the Solicitor to advertise this Ordinance for consideration at its meeting of June 23rd.

MOTION: S. Harlacher

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

B. UPDATING THE ZONING ORDINANCE: This item was tabled from the April meeting. Supervisor Ruman requested updating the Zoning Ordinance with a comprehensive review, especially in growth areas. He also asked to look at the restoration amendment. Chairman Harlacher said he would like to do a strategic plan first for each department, then going into the comprehensive review and plan. Discussion was made about allowing staff to start an RFP. Manager Kelch was asked by the Board to reach out to firms to get information on the difference between the comprehensive and strategic plan.

NEW BUSINESS:

A. ADDITION OF AGENDA ITEM: Motion to approve allowing the addition of a new agenda item that is time sensitive. This item is regarding the Debt Service Reimbursement Agreement that was approved at last month's meeting.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

B. DEBT SERVICE REIMBURSEMENT AGREEMENT: Motion to approve the amend Debt Service Reimbursement Agreement that was revised to show accurate figures. This settling of the under/over payment does not affect West Manchester Township.

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

C. ORDINANCE 22-05 “NO PARKING” REQUEST: Motion to approve Ordinance 22-05, providing a “no parking” area on Thornbridge Road W. between Slatehill Road and the Little Conewago Creek Conservation Area.

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

D. YORK COUNTY CAD USER AGREEMENT: Motion to approve an agreement between the Township and York County for the West Manchester Police Department to access the York County 911 Computer Aided Dispatch (CAD) system. This will allow officers to access call history remotely to their workstations.

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

E. YORK CITY ESCROW AGREEMENT: Motion to ratify the escrow agreement between the Township and York City as part of the sale of the wastewater treatment plant to PAWC.

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

F. HANDICAP PARKING REQUEST: Motion to deny the handicap parking request for 1027 W. College Ave. Per Officer Sefchick’s report, there is already off-street parking available for this location in which the handicap person can use.

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

G. ROUTE 30 SIGNAL IMPROVEMENT PROJECT: Motion to ratify Board authorization to allow the Township Manager to sign the letter of support for PennDot to begin the Route 30 Signal Improvement Project.

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

H. T-868 FINAL SUBDIVISION PLAN FOR STEVEN P. & TRACY L. SMITH:
Motion to approve a final subdivision plan for a three (3) lot subdivision to subdivide Lot 3A from Lot 3 and Lot 4A from Lot 4 to be joined with Lot 1 and relocate the 20' drainage easement to be centered on the new property line located at 2505, 2515, and 2525 Taxville Road in the Rural Residential Zone.

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

I. ROAD MATERIALS CONTRACT AWARDS: Motion to award contracts for Road Materials to the lowest bidders as follows:

STONE: **Kinsley Materials** Unit Price FOB Plant - \$87.00
Unit Price Job Site - \$133.80

TRAFFIC LINE & SYMBOL PAINTING:

Alpha Space Control Co, Inc. TOTAL - \$64,605.00

PROVIDE & PLACEMENT OF BITUMINOUS PAVING:

- T-813 Taxville Rd. from Baker Rd. to 90 ft. East of Derry Rd.=
Kinsley Construction, Inc. TOTAL - \$168,760.00
- T-813 Taxville Rd. from Township line to Baker Rd. =
Kinsley Construction, Inc. TOTAL - \$122,787.60

ASPHALT: **York Materials Group, LLC.** Unit Price FOB Plant - \$347.70
Unit Price Job Site - \$379.70

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

J. OLDE TYME CARNIVAL FIREWORK'S PERMIT AND FEE WAIVER: Motion to approve a request for a firework's permit with the fireworks to be held on Tuesday, July 19, 2022, with a rain-date of July 20, 2022 at Trimmer Elementary School for the purpose

of the Recreation Department's Olde Tyme Carnival. In addition to the request to allow the fireworks, they are requesting the \$500 fireworks fee be waived since this is a Township event.

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

K. AUTHORIZATION FOR CONSTRUCTION EASEMENT AGREEMENTS: Motion to approve authorizing the Township Manager to sign the easement agreements for the Haviland Road Sewer Project.

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

L. T-859 FINAL LAND DEVELOPMENT COTTONTAIL SOLAR LLC: Motion to acknowledge change of non-required internal landscaping from planted buffer to opaque fencing as allowed in section 150-357.4.

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

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Kristi Swartz, Parks and Recreation Assistant, was present for this meeting. She updated the Board that staff is hired and ready to go for the upcoming playground program starting in June. She also announced that the update to the Shetter Park tennis court was almost complete. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Director Whittaker announced the finance department has found two programs to offer residence financial help with paying their sewer bills. He also informed the Board the next round of water terminations was going out for delinquent payments. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Chief Laughman thanked the Board for allowing him to attend the Fire conference. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed Chief Snyder spoke of the shooting in Texas, and that he had police officers stationed at each school in the district until the end of the school year just for safety precautions. Supervisor Ruman thanked Chief Snyder for his professionalism when engaging with reporters about the shooting that took place at the car wash. Supervisor Ruman asked Chief Snyder what the best way is for residents to report illegal firework usage. He said to call 911.

Supervisor Ruman asked about National Night Out, and if the Township could staff a table there for residents to ask questions. A motion was made by Supervisor Ruman to allow this and to allow the Township manager to use his discretion on pay for these employees. Chairman Harlacher seconded that motion. Motion was passed unanimously. Chairman Harlacher recognized the police and fire personnel for their award accomplishments at the awards ceremony held in May. No further questions.

- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Manager Kelch thanked the Board for allowing him and Administrative Assistant Laura Mummert to attend the PSATS Conference. He also informed the Board the West Manchester Town Center was sold, and that we are awaiting the new owner contact information. No further questions.
- F. ENGINEER: Engineer Neideroest's report was reviewed. Mr. Neideroest updated the Board on the Haviland Road Sewer Project and explained the project was out for bid. Supervisor Ruman thanked Mr. Neideroest for his work on recommendation for stormwater areas that are in greater need of improvements. It was also mentioned to look into applying for grants to help with cost of these improvements. No further questions.
- G. ZONING OFFICER: Officer Sampere's report was reviewed. Supervisor Ruman asked Officer Sampere about the large amount of violation letters listed on her report. Ms. Sampere informed him that this was typical for this time of year. Supervisor Ruman also asked about the International Building Code, and Solicitor Herrold told him he could provide him with this information. Property maintenance was also discussed, and Manager Kelch was tasked with looking into this matter further. No further questions.
- H. SOLICITOR: Solicitor Herrold's report was reviewed. Solicitor Herrold informed the Board he would be absent from the June meeting for National Guard duty. Another attorney will be present from his firm for the June meeting. No further questions.
- I. PUBLIC WORKS DIRECTOR: Mr. Shaw's report was reviewed. The Board approved for Manager Kelch to draft an offer letter for Rich Shaw for the position of Public Works Director. The Board commended Mr. Shaw on his job so far as interim public works director. No further questions.

STORMWATER MANAGEMENT/MS4

Zoning Officer Sampere noted that the Township's MS4 Storm Water Inspector is available Monday thru 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	32161-32278	\$ 588,350.95

Liquid Fuels	1149-1161	\$	13,483.62
Sewer Fund	5246-5281	\$	61,146.19
Payroll#10 Pay Ending 5/7/22	Paytime Vouchers	\$	116,025.80
Payroll#11 Pay Ending 5/21/22	Paytime Vouchers	\$	119,390.30

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

ADJOURNMENT:

Motion to adjourn the regular meeting at 8:29 p.m.

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

Attest:

 Secretary

 Chairman

 Vice Chairman

 Supervisor