

PUBLIC MEETING AGENDA

May 22, 2025

I. CALL TO ORDER

II. PUBLIC COMMENT

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 from the April 24, 2025, Public Meeting as presented.

IV. OPEN FLOOR DISCUSSION

None

V. OLD BUSINESS

- A. AMENDMENTS TO DRAFT COMPREHENSIVE PLAN: Discussion by the Board on the amendments proposed by Vice Chairman Ruman at the April Board of Supervisors Meeting.
- B. FIRE DEPARTMENT REPORTING & MANAGEMENT SOFTWARE: Discussion on Fire Department Reporting Software that was tabled at the September 2024 Board meeting. The Fire Department has been reviewing software due to current software becoming obsolete at the end of this year due to new federal reporting requirements. The Fire Department has solicited quotes from three (3) different vendors. Chief Laughman chose the top two (2) vendors and has met with them in person and through web demos and would like to discuss his findings. The quotes received are:
 - A. Emergency Networking – 1st year \$6,690.00 with each renewal year being \$4,095.00
 - B. First Due – 1st year \$13,990.00 with each renewal year being \$11,740.00.
 - C. ESO – 1st year \$7,649.00 with each renewal year being \$3,869.00.The state chose Emergency Networking as their preferred provider.
- C. UPDATE ON DANGEROUS BUILDING: The Zoning Officer and Solicitor will update the Board on the dangerous building located at 4320 West Market Street.

VI. NEW BUSINESS

- A. SHENTEL/GLO FIBER UPDATE: A representative from Shentel Glo Fiber will provide an update and discuss installation of the converter boxes in some sidewalks and their ongoing restoration efforts.

- B. “RIGHT TURN ONLY” SIGN REQUEST: Motion to approve, revise, table or deny authorizing the Township Solicitor to draft and advertise an ordinance for a “Right Turn Only” sign to be placed at the intersection of Haviland Road and Brougher Lane.
- C. AMENDING RESOLUTION 25-02 2025 FEE SCHEDULE: Motion to approve, revise, table or deny amending Resolution 25-02, 2025 Fee Schedule, to add a \$375.00 EMS Service Fee under the Fire Department section for fees.
- D. FIREWORKS PERMIT APPLICATION: Motion to ratify a fireworks permit application from Strictly FX for use of Pyrotechnics during the Nickleback concert at the Music Festival at the end of May. All required documentation was provided.
- E. ROAD CLOSURE REQUEST: Motion to approve, revise, table or deny a road closure request from Jalana Firestone on Stanton Street from N. Gotwalt Street to N. Scott Street for a block party occurring on June 28th between 2 to 9 p.m.
- F. FINANCIAL SURETY RELEASE REQUEST & ESTABLISH 18-MONTH MAINTENANCE GUARANTY FOR T-877 FINAL LAND DEVELOPMENT PLAN FOR 1150 GREENWOOD ROAD: Motion to approve, revise, table or deny a request from Johnston & Associates on behalf of their client, CAS of York Associates, LP, to release the financial surety associated with the final land development plan for 1150 Greenwood Road. Dawood Engineers has reviewed the requests and recommends that the Board of Supervisors release \$28,009.65 and hold \$6,119.35 as an 18-month maintenance guaranty.
- G. 4267 WEST MARKET STREET SCREENING SUBSTITUTION REQUEST: Motion to approve, revise, table or deny a request from Johnston and Associates, Inc. on behalf of the property owner, RTK Investments, LLC, for the property located at 4267 West Market Street (Tax Map: 14; Parcel: 0026) in the Local Commercial Zone, to allow an existing 6’ high vinyl privacy fence to act as the required screening barrier and further supplement the screening with 8 evergreen trees (minimum height of 6 feet at planting) in accordance with Zoning Ordinance §150-278 which states: “The Board of Supervisors may grant substitution to this requirement when the applicant can prove that the general public interest and adjoining properties would be better served by one of the following substitutions: evergreens (trees, hedges, shrubs) planted at existing grade level, fences or a combination of the above materials.” The West Manchester Township Planning Commission has reviewed the request and recommends that the Board of Supervisors allow a substitution of 8’ high evergreens in addition to the existing fencing as an approved screening barrier for the proposed project.
- H. OLDE TIME CARNIVAL FIREWORKS PERMIT AND FEE WAIVER: Motion to approve, revise, table or deny a request for fireworks permit with the fireworks to be held on Tuesday, July 15th, 2025, with a rain-date of July 16th, at Trimmer Elementary School for the purpose of the Recreation Department’s Olde Time Carnival. In addition to the request to allow fireworks, they are requesting the \$500 fireworks fee be waived since this is a Township event.

- I. SEWER PLANNING MODULE EXEMPTION MAILER FOR 1722 CARLISLE ROAD: Motion to approve, revise, table or deny a sewer planning module exemption mailer submitted by Kent Raffensberger, Environmental Planner of Johnston and Associates, Inc. on behalf of the property owners, York Area Real Estate Partners, LP for the property located at 1722 Carlisle Road (Tax Map: 09; Parcel: 0069) in the R-3 Residential Zone. The applicant is proposing 1 EDU to flow to the Dover Wastewater Treatment Plant. The West Manchester Township Planning Commission and Dawood Engineers have reviewed the exemption mailer and recommends the Board of Supervisors approve the request.
- J. SCISSOR LIFT BID AWARD: Motion to approve, revise, table or deny awarding the scissor lift bid to Lift-A-Loft in the amount of \$91,680.00. This was the only bid that was received.
- K. AUTHORIZATION TO SELL EXCESS EQUIPMENT: Motion to approve, revise, table or deny a request from the Police Department to sell a decommissioned police vehicle at auction to the highest bidder.

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