

PUBLIC BOARD MEETING MINUTES

May 22, 2025

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
Rainer Niederoest - Engineer
Rachelle Sampere – Zoning & Codes
Andrew Herrold – Solicitor
Laura Mummert – Stenographer

Staff Absent: Rich Shaw – Public Works Director

CALL TO ORDER:

- A. The Pledge of Allegiance was recited.
- B. Chairman Harlacher announced an executive session took place prior to the meeting to discuss personnel matters.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

- A. The minutes of the April 24, 2025, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of April 24, 2025, as presented.

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

OPEN FLOOR DISCUSSION:

None

OLD BUSINESS:

- A. **AMENDMENTS TO DRAFT COMPREHENSIVE PLAN:** Vice Chairman Ruman provided a synopsis of the discussion that occurred during the April Board meeting and his request to amend the draft comprehensive plan to include four (4) items to Appendix 1. Chairman Harlacher explained that the Township Planning Commission recommended that Appendix 1 be dropped from Comprehensive Plan and added to the Zoning Plan. The Board discussed the four items proposed. Vice Chairman Ruman made a motion to amend his initial motion so that item #2, re-zoning a portion of Carlisle Road from High Street to Kain Road from R-3 Residential to Local Commercial, and item #3, increasing height restrictions on buildings in commercial and industrial zones would be included in Appendix 1 for consideration in the Zoning Plan. Supervisor Margetas second the motion. Motion passed unanimously.

- B. **FIRE DEPARTMENT REPORTING & MANAGEMENT SOFTWARE:** Chief Laughman discussed his request for 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 discussed the pros and cons of each, and requested the Board go with First Due, as that was what neighboring departments are using and they will be able to share data which is preferred. A motion was made by Supervisor Margetas to approve moving forward with First Due for Fire Department Reporting Software at a cost of \$13,990.00 for the first year, and \$11,740.00 for each renewal year. Vice Chairman Ruman second the motion. Motion passed unanimously.

- C. **UPDATE ON DANGEROUS BUILDING:** Solicitor Herrold updated the Board on the dangerous building located at 4320 West Market Street. An orange fence will be placed around the building while the owners have an engineer check the structure to see if it can be repaired or need to be demolished. The owners agreed to let Township staff know of the decision by mid-June.

NEW BUSINESS:

- A. **SHENTEL/GLO FIBER UPDATE:** Chris Briggs, a representative from Glo Fiber was in attendance to update the Board on the progress of construction throughout the Township, explaining the need for converter boxes in some areas, and to answer any questions or concerns. Mr. and Mrs. Sarber from 2509 Brookmar Drive were also in

attendance, and expressed their concern that Glo Fiber had still not fixed their sidewalk/driveway area after construction. There were also issues in communication between the company and the Sarber's. The Board told Mr. Briggs they would appreciate better communication with the residents over time period for having things complete, and to address concerns as they arise. Mr. Briggs also told the Sarber's to reach out to him afterwards so he could obtain their information to make things right.

- B. “RIGHT TURN ONLY” SIGN REQUEST: Motion to approve 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.

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

- C. AMENDING RESOLUTION 25-02 2025 FEE SCHEDULE: Motion to approve amending Resolution 25-02, 2025 Fee Schedule, to add an up to \$375.00 EMS Service Fee under the Fire Department section for fees.

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

- 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.

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

- E. ROAD CLOSURE REQUEST: Motion to approve 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.

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

- F. FINANCIAL SURETY RELEASE REQUEST & ESTABLISH 18-MONTH MAINTENANCE GUARANTY FOR T-877 FINAL LAND DEVELOPMENT PLAN FOR 1150 GREENWOOD ROAD: Motion to approve 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.

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

G. 4267 WEST MARKET STREET SCREENING SUBSTITUTION

REQUEST: Motion to approve 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.

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

H. OLDE TIME CARNIVAL FIREWORKS PERMIT AND FEE WAIVER: Motion to approve 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.

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

I. SEWER PLANNING MODULE EXEMPTION MAILER FOR 1722 CARLISLE

ROAD: Motion to approve 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.

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

- J. SCISSOR LIFT BID AWARD: Motion to approve awarding the scissor lift bid to Lift-A-Loft contingent that it is under the budgeted amount provided by the public works director in the amount of \$91,680.00.

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

- K. AUTHORIZATION TO SELL EXCESS EQUIPMENT: Motion to approve a request from the Police Department to sell a decommissioned police vehicle at auction to the highest bidder.

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

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Paul's report was reviewed. Director Paul announced that the department launched a survey to the residents to get feedback on what they would like to see in the future. She also announced that staff are working on doing an onboarding for online registration for programs. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Whittaker announced that the new payroll system was up and running. He also announced that he asked all employees to re-submit their W4 to ensure things are updated for those that have been working here a long time. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Chief Laughman announced he spent a few days in Wisconsin to finalize construction for the rescue truck. He also reminded the Board that the following weekend was Rock the Country at the York Fairgrounds. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Kelch asked the Board to consider a proposed salary adjustment for two employees. Chairman

Harlacher made a motion to acknowledge the salary increase as stated by the Township Manager. Vice Chairman Ruman second it. Motion passed unanimously. No further questions.

- F. ENGINEER: Engineer Niederoest 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

Zoning Officer Sampere noted that the Township's MS4 Storm Water Inspector 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	36934-37036	\$ 638,173.73
Liquid Fuels	1664-1680	\$ 7,411.21
Sewer Fund	6524-6548	\$ 23,021.98
Payroll #10 Pay Ending 05/03/25	Paytime Vouchers	\$ 132,734.04
Payroll #11 Pay Ending 05/17/25	Paytime Vouchers	\$ 141,210.57

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

ADJOURNMENT:

Motion to adjourn the meeting at 8:26 p.m.

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