

# PUBLIC BOARD MEETING MINUTES

December 19, 2024

Chairman Harlacher called the meeting to order at 7:04 p.m.

## ATTENDANCE:

Supervisors Present:

Steven Harlacher - Chairman  
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

## CALL TO ORDER:

A. The Pledge of Allegiance was recited.

### B. WEST MANCHESTER TOWNSHIP FIRE DEPARTMENT OFFICER APPOINTMENT:

The Board of Supervisors recognized five (5) officers who have been newly appointed to positions within the West Manchester Township Fire Department. The following individuals were recognized:

- Nicholas Mann – District Chief
- Benjamin Bolden – Captain
- Chad Deardorff – Lieutenant
- Joseph Mann – Lieutenant
- Anthony Pandoli – Lieutenant

Chief Bob Sells was also recognized for his retirement and thanked by the Board and staff.

## EXECUTIVE SESSION:

Chairman Harlacher announced there was an executive session held before the evenings meeting to discuss personnel matters.

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

- A. The minutes of November 14, 2024, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of November 14, 2024, as presented.

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

**OPEN FLOOR DISCUSSION:**

None

**OLD BUSINESS:**

- A. T-895 PRELIMINARY SUBDIVISION AND LAND DEVELOPMENT PLAN FOR STEVE AND KAREN WASHINGTON: Mr. Chris Owens from Gordon Brown Associates gave a brief overview of this proposed plan and was available for questions. Mr. Randy Zmolek, 1980 Baker Road, asked the Board questions regarding the letter he received regarding mandatory hookup to sewer. The Board explained that in the letter it states homeowners with working septic would not need to hook up right away. Homeowners would have 10 years to hook in, unless their septic system fails or the property changes owners. Information was in the letter. Ms. Lisa Foster also asked the Board to go over the specifics for this project and what was required and where the sewer would run. Specifically costs associated with hooking into the sewer. Engineer Niederoest also informed her of the information she was requesting. Motion to approve this request by the landowner for a preliminary subdivision and land development plan depicting the subdivision of a 29.88-acre parcel to create eleven (11) single-family detached dwelling lots at the intersection of Taxville Road and Baker Road in the Rural Residential Zone. The plan also proposes an extension of public sanitary sewer service and water along Taxville and Baker Roads. Staff request permission to forward the sewer planning module mailer to PA DEP for their review and action. The sewer planning module proposes 10 EDUs for this project. This motion to approve is conditional on the completion of outstanding waivers and comments below:

**Subdivision and Land Development Ordinance (SLDO):**

1.	<i>§121-10.A.3 ... building construction plans, including identification of unusual fire hazard potential and private hydrant/sprinkling systems, shall be submitted to the appropriate fire company. Address any fire department comments by contacting Fire Chief Clifton Laughman at 717-792-3505 or by email at <a href="mailto:claughman@wmtwp.com">claughman@wmtwp.com</a> (Dawood Review Memo #1, 2 and 3) Dawood does not know if this comment has been addressed.</i>
2.	<i>§121-14.D.14 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</i>

	<i>requested waiver. Update the waiver requests listed on the plan, as appropriate, based upon the decision of the Board of Supervisors. (Dawood Review Memo #1, 2 and 3)</i>
3.	<i>§121-14.E.2 A sewer facilities plan revision or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 pf 1966, as amended. Provide PA DEP's approval letter to the Township.</i>
4.	<i>§121-14.E.3 A stormwater management plan in accordance with Chapter 113, Stormwater Management, as amended. Provide a stormwater report and drainage maps for the lots. (Dawood Review Memo #1)</i>
5.	<i>§121-14.F.2 Recreation Impact Statement. Provide a recreation impact statement in accordance with this section. Furthermore, a recreation fee of \$1,500 per lot/dwelling unit shall be required to be paid to the Township prior to recording the <b>final</b> subdivision and land development plan.</i>
6.	<i>§121-17 Financial security is required for any public improvement not installed as part of the preliminary subdivision and land development plan. Please submit a public improvements security estimate for the project so Dawood Engineers may review it. The Township prefers letters of credit or subdivision bonds that automatically extend or are evergreen.</i>
7.	<i>§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>
8.	<i>§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.</i>
9.	<i>§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. (Dawood Review Memo #1, 2, 3 and 4)</i>

**Stormwater Management Ordinance:**

1.	<i>§113-12.A.1 Preparation and implementation of an approved SWM site plan is required. Please examine the requirements of Chapter 113 and ...  a. Provide plans conforming to §113-18.  b. Provide a post construction stormwater management plan demonstrating conformance with §113-14, 15 and 18.  (Dawood Review Memo #1, 2, 3 and 4)</i>
2.	<i>§113-12.D For all regulated earth-disturbance activities, erosion and sediment control BMPs shall be designed, implanted, operated, and maintained during the regulated</i>

	<i>earth-disturbance activities, i.e., during construction, to meet the purposes and requirements of this chapter and to meet all requirements under Title 25 of the Pennsylvania Code and the Clean Streams law. Various BMPs and their design standards are listed in the Erosion and Sediment Pollution Control Program Manual (E&amp;S Manual). Provide an E&amp;S Plan template for a typical residential lot development. (Dawood Review Memo #1, 2 and 3)</i>
3.	<i>§113-17.N.4 Design standards. Infiltration BMPs shall meet the following minimum requirements...A detailed soils evaluation of the project site shall be performed to determine the suitability of recharge facilities. Provide a soils evaluation to determine the suitability of recharge facilities. The evaluation shall be performed by a qualified professional, and, at a minimum, address soil permeability, depth to bedrock, susceptibility to sinkhole formation, and subgrade stability. (Dawood Review Memo #3 and 4)</i>
4.	<i>§113-18.E.5 The following items shall be included in the SWM site plan: A soil erosion and sediment control plan, where applicable, as prepared for, reviewed and approved by the York County Conservation District. Provide an approval letter from the York County Conservation District for the soil erosion and sediment control plan. (Dawood Review Memo #3 and 4)</i>
5.	<i>§113-18.E.11 The following items shall be included in the SWM site plan: A notarized signature of the owner of the parcel for which the SWM site plan is proposed indicating that they are aware of and will be responsible for operation and maintenance of the facilities. Provide the notarized signature of the owner indicating they are aware of and will be responsible for operation and maintenance of the stormwater management facilities on the plan. (Dawood Review Memo #3 and 4)</i>
6.	<i>§113-25 As-built plans; completion certificate; final inspection. After construction, provide as-built plans and certification of the SWM BMPs included in the approved plan. (Dawood Review Memo #3)</i>

**Correct the sewer planning module exemption mailer:**

1.	PNDI was included in the first submission, but not attached on the most recent submission.
2.	Attach all sheets that are relevant to the sewer lines to the DEP planning module mailer.

**General Comments:**

1.	<i>On Sheet 1 of 12, please update the information under item number 30 when PA DEP issues their approval letter.</i>
2.	All approved preliminary subdivision and land development plans, shall be submitted in electronic format (i.e. PDF)
3.	The agreement between the Township and the Developer must be signed by both parties prior to the Township signing the Preliminary Subdivision and Land Development Plan.
4.	Full financial security is not required until final land development plan approval; however, the agreement between the Township and the Developer should address Developer's financial security for the sewer extension and associated road restoration. Please provide a financial security estimate for those items contained in the agreement for Dawood to review and make recommendations. No sewer connections can be made until final land development plan has been recorded and all required sewer connection fees are paid to the Township.

The West Manchester Township Board of Supervisors granted the following requested waivers on December 19, 2024:

**Requested Waivers:**

W1.	§121-23.C Improvements to existing streets. The request is not to be required to make improvements to Taxville Road or Baker Road.
W2.	§121-25 Sidewalks and curbs. The request is to not be required to install curbs and sidewalks along the entire frontage of the subject property.

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

- B. ORDINANCE 24-07 SOLAR SCREENING UPDATE: Motion to approve Ordinance 24-07, amending the solar facility ordinance. This item was discussed at the Public Hearing prior to the Board meeting and questions and comments were taken by the public and Board of Supervisors.

MOTION: S. Harlacher  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

- C. RESOLUTION 24-12 ADOPTION OF 2024 YORK COUNTY HAZARD MITIGATION PLAN: Motion to approve Resolution 24-12, adopting the 2024 York County Hazard Mitigation Plan.

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

**NEW BUSINESS:**

- A. T-899 FINAL LAND DEVELOPMENT PLAN FOR SHEETZ #255 REBUILD: Motion to table a final land development plan depicting the proposed demolition of the existing Sheetz store and canopies and the construction of a 6,139 square foot Sheetz store with 10 fueling positions, required parking spaces, and drive-thru facility located at 1484 Carlisle Road (Tax Map: 07; Parcel: 0138) in the Highway Commercial and R-3 Residential Zones. The land development plan includes sewer planning module exemption mailer proposing one (1) additional EDU for the development and a public improvements financial security estimate in the amount of \$1,002,716.18.

MOTION: S. Harlacher  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

- B. RESOLUTION 24-13 ADOPTION OF THE 2025 BUDGET: Motion to approve Resolution 24-13, adoption of the 2025 General Fund Budget as advertised.

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

- C. RESOLUTION 24-14 FIX ASSESSMENT RATES FOR STREET LIGHTS: Motion to approve Resolution 24-14, fixing assessment rates for the year 2025 for streetlight purposes. Rates will remain unchanged at .60 per linear foot for improved property, and .15 per linear foot for unimproved property.

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

- D. RESOLUTION 24-15 ESTABLISHING A TAX RATE FOR 2025: Motion to approve Resolution 24-15, a tax levy resolution establishing the tax rate for the year 2025 at 1.75 mils. The rate remains unchanged.

MOTION: S. Harlacher  
SECOND: G. Margetas  
MOTION PASSED UNANIMOUSLY

- E. RESOLUTION 24-16 REFUSE DISPOSAL FEE: Motion to approve Resolution 24-16, establishing refuse disposal fees for 2025. Due to the new contract fees and the Solid Waste Authority's tipping fee cost increase, the refuse rate established will be \$96.00 per quarter for 2025. It is anticipated that this rate will remain consistent over the lifespan of the new Penn Waste contract.

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

- F. RESOLUTION 24-17 ESTABLISHING SEWER RENTALS: Motion to approve Resolution 24-17, establishing sewer rentals and charges for the Shiloh and Lincolnway sanitary sewer systems for the year 2025. The rates for 2025 will be \$244.25 residential base rate and \$254.25 for 31,800 gallons base rate plus an additional \$8.00 per thousand gallons over the base amount. The increase is part of the agreement with PA American Water based on the CPI average.

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

- G. 2025-2027 SIGNAL MAINTENANCE BID AWARD: Motion to approve awarding the 2025-2027 Signal Maintenance Bid to Signal Services Inc. This company is the current provider and came in as the lowest bidder.

MOTION: G. Margetas

SECOND: R. Ruman  
MOTION PASSED UNANIMOUSLY

- H. SUNSET LANE PARK STORMWATER PROJECT BID AWARD: Motion to approve awarding H&H General Excavating the Sunset Lane Park Stormwater Project bid in the amount of \$87,250.00. H&H was the lowest bidder for this project. Vice-Chairman Ruman asked to clarify where this project was to take place. This is not regarding the stormwater project that the school district was proposing with the updates to the ball fields along Brenda Road. This is a project closer to Thelon Drive near the walking path and softball field.

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

- I. 2025 FUND BALANCE POLICY: Motion to approve staff recommendation to establish the 2025 fund balance at a minimum of \$2,887,773.00. This policy is in place to ensure funds are available to pay bills acquired during the first quarter of the following year until revenues for that same year are collected.

MOTION: G. Margetas  
SECOND: S. Harlacher  
MOTION PASSED UNANIMOUSLY

- J. T-854 SURETY RELEASE FOR FINAL LAND DEVELOPMENT PLAN FOR PROJECT PHOENIX: Motion to approve a request from Mike Jeffers of Kinsley Properties to release the remaining financial security of \$67,367.00 which has been held as a maintenance guarantee for the completed project for T-854 Final Land Development Plan for Project Phoenix located at 400 South Salem Church Road since December 15, 2022. Dawood Engineers has reviewed the request and recommends a bond reduction of \$55,735.00 with a remaining surety value of \$11,632.00.

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

- K. CALL BOX PRIORITY DESIGNATION: Motion to approve a recommendation from staff to have the Board delegate the Township Fire Chief and Township Manager authority to sign changes to Fire/EMC responses in the Township.

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

L. TAX COLLECTOR REQUEST:

- A. The Board discussed the request from the Township Tax Collector, William Niehenke, regarding increasing the fees for tax certifications and duplicate bills.
- B. Mr. Niehenke also requested an increase in salary for the tax collector which would take effect on January 1, 2026. The current salary has not been changed since the 1990's. Mr. Niehenke provided the Board with information from other comparable Townships in size and what their tax collector currently is making. The Board discussed different options but requested that Mr. Niehenke come to the January 23, 2025, Board of Supervisors meeting so they can discuss it further. A motion was made by Chairman Harlacher to allow the Township Solicitor to write and advertise an Ordinance increasing the fees for tax certifications and duplicate bills and the option to increase the tax collector salary. The Solicitor was instructed to leave the salary amount blank until discussed. A second motion was made by Vice-Chairman Ruman. Motion passed unanimously. This item will be on the January 23, 2025, Board of Supervisors agenda for discussion and approval.

**ADMINISTRATIVE REPORTS:**

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Trimmer announced the Winter Newsletter was distributed to residents. She also announced the RAC appointed Brandy Andrews to the delegate position at their last meeting. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Whittaker announced that the internet and phone conversion at the Township offices was complete. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. The Chief announced that the Santa tour will be modified due to the weather and will only run a modified route on Saturday. Chief also thanked Township staff and the volunteer fire fighters for their food donations for the annual food drive. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Manager Kelch thanked Township staff for their willingness to give and donate throughout the year to the various organizations such as the SPCA and the annual food drive. 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. Shaw informed the Board and residents that Church Road would be repaired by the gas company soon. He also mentioned he will be giving Manager Kelch a list of proposed roads for paving in 2025. 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:

<b><u>FUNDS</u></b>	<b><u>CHECK NO.</u></b>	<b><u>AMOUNT</u></b>
General Fund	36171-36331	\$ 641,380.59
Liquid Fuels	1577-1590	\$ 44,045.97
Sewer Fund	6330-6374	\$ 649,764.50
Payroll #24 Pay Ending 11/16/24	Paytime Vouchers	\$ 124,271.60
Payroll #25 Pay Ending 11/30/24	Paytime Vouchers	\$ 128,210.93
Payroll #26 Pay Ending 12/14/24	Paytime Vouchers	\$ 127,017.52

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

**ADJOURNMENT:**

Motion to adjourn the meeting at 8:07 p.m.

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