

# PUBLIC BOARD MEETING MINUTES

January 25, 2024

Chairman Harlacher called the meeting to order at 7:07 p.m.

## ATTENDANCE:

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

## CALL TO ORDER:

A. 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:

None

## APPROVAL OF MINUTES:

A. The minutes of the December 14, 2023, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of December 14, 2023, as presented.

MOTION:	G. Margetas
SECOND:	S. Harlacher

MOTION PASSED UNANIMOUSLY

- B. The minutes of the January 2, 2024, Re-Organizational Meeting were provided for approval. Motion to approve the Re-Organizational Meeting minutes of January 2, 2024, as presented.

MOTION: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

**OPEN FLOOR DISCUSSION:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

- A. TOWNSHIP 457 DEFERRED COMPENSATION PLAN: Motion to approve staff recommendation to appoint Conrad Siegal to handle the Township's 457 Plan. Shawn Duffy, representative from Conrad Siegal was in attendance to answer any questions. The Board did not have any questions.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- B. T-882 PRELIMINARY/FINAL SUBDIVISION & LAND DEVELOPMENT PLAN FOR MISTER CAR WASH #2516: Motion to table the preliminary/final subdivision & land development plan for Mister Car Wash. Township Engineer Niederoest expressed his concerns to representative Nick Johnson with the presented traffic flow and study. Manager Kelch expressed his concern for storm-water maintenance and the fact this area is prone to sink holes. A representative from TPD went over the traffic study, but the Board asked them to come back with more information regarding stormwater maintenance and sink holes.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

C. T-885 FINAL LAND DEVELOPMENT PLAN FOR WEST YORK COLLISION CENTER – BUILDING ADDITION: Motion to approve a final land development plan for West York Collision Center’s building addition depicting a 5,330 square foot building addition located at 4595 West Market Street and to establish financial security in the amount of \$7,901.30. Chris Owens was in attendance. The Board asked if he was in agreement with completing all waivers & conditions. He agreed there were no issues.

**Zoning Ordinance:**

1. §150-277.B For each 750 square feet of required area for landscape strips, one shade/ornamental tree shall be provided. There is an inadequate number of shade trees in the landscape strips. Dawood expects there would be 19, please explain the discrepancy.

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

1. §121-14.E.2 A sewer facilities plan revision or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. There is a note on the plan indicating that the existing system was confirmed to be adequate in 2015. Please have the SEO review the system and confirm it is still adequate based upon the proposed building expansion.
2. §121-15.F.8 When required, verification must be provided that the plan for erosion and sediment control was approved by the York County Conservation District. (YCPC Review Memo comment page 1)
3. §121-16 Improvement guaranties. Provide improvement guaranties for any proposed work that will not be completed prior to recording the plan. (ie. placing of property markers, etc.) The public improvement security estimate for \$7,901.30 has been reviewed by Dawood Engineers. Provide a letter of credit or escrow check made payable to West Manchester Township for the financial security.
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. Please submit an engineering escrow check payable to West Manchester Township in the amount of \$276.54.
5. §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 (2) copies of the plan shall be submitted to the Township, which shall distribute one (1) copy to the Township Engineer and retain one (1) copy for the Township files.

**General Comments:**

1. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
2. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)

**The Board of Supervisors granted the following waiver requests on January 25, 2024:**

- W1. §121-9 Preliminary plan. To provide a Final Land Development Plan in lieu of a Preliminary Plan.
- W2. §121-15.C.3.b Existing Features. Propose to show existing features directly adjacent to the subject property for a minimum of forty (40) feet outside the property lines.
- W3. §121-25 Sidewalks and curbs. To exclude showing curb and sidewalk along the lot frontage of the entire property (West Market Street).
- W4. §121-23.R.1 Minimum cartway width of 24 feet for access drives. To provide an interior driveway width of 23 feet, in conformance with Off=street Parking Section 150-253.A, for two-way traffic, with a 90 degree (non-parallel) angle of parking.

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

- D. ORDINANCE 24-01 SPEED LIMIT CHANGE: Motion to approve Ordinance 24-01, a speed limit request to change the speed limit from 35 mph to 25 mph on Golden Eagle Drive between Sunset Lane and Loman Avenue.

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

- E. ORDINANCE 24-02 AMENDING THE TOWNSHIP ZONING MAP: Motion to approve Ordinance 24-02, amending the Zoning Map of West Manchester Township per the public hearing held prior to the public board meeting.

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

- F. VOLUNTEER FIREFIGHTER TAX CREDIT ELIGIBILITY: Motion to approve the certified tax credit eligibility list in accordance with Ordinance 23-03 as presented by the Fire Chief.

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

G. ROAD CLOSURES: Motion to ratify the following road closures that took place prior to the January Board Meeting:

- Water Line Repair on January 17, 2024, on Filbert St. from Oxford St. to Berwick St.
- Service Line Replacement from January 16<sup>th</sup> to the 19<sup>th</sup>, 2024, on Philadelphia St. from Scott St. to Forrest St., and from Stanton St. to West Market St.

Chairman Harlacher announced that the Township is aware of some substantial road closures coming in the future for updating infrastructure. Staff will post publicly on the Township website and Facebook pages, as well as send out text alerts when these closures will occur and the location.

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

H. NEW COPIER MACHINE: Motion to approve the purchase of a new Toshiba copier machine from Doceo for the Township Administration at a cost of \$6,550.00. This includes \$225.00 for a trade-in and a maintenance plan.

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

I. FINANCIAL SECURITY RELEASE REQUEST FOR T-861 FINAL LAND DEVELOPMENT FOR TACO BELL AND MAVIS TIRE: Motion to approve a request from Winterstar Corporation on behalf of White Street Investors, LLC to release the remaining Letter of Credit posted on October 7, 2022, in the amount of \$53,322.88. As-built plans have been submitted. Dawood Engineers has inspected the site, reviewed the request and provided a recommendation memo to the Board for consideration, Dawood recommends releasing \$14,980.20 and retaining \$38,342.68 to establish the 18-month maintenance guaranty which 15% of the actual cost of the installation.

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

J. CANARY CIRCLE PROPERTY: Zoning Officer Rachelle Sampere informed the Board about the issues revolving around the property at 230 Canary Circle. She feels this property is detrimental to the health and welfare of the owner and surrounding properties. Ms. Sampere has attempted multiple times to correct the situation with violation notices and fines. Solicitor Herrold also gave his feedback that attempts have been made to rectify the situation. It was the recommendation of Ms. Sampere that this property be considered a dangerous building. A motion was made by Chairman Harlacher to approve

the report of the Zoning Officer and to have the Solicitor take the next necessary steps.

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

- K. POLICE DEPARTMENT ALARM: Motion to approve the purchase of a new alarm system and access control system in the police department for a price of \$8,190.00 from Smart Technology Systems, LLC.

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

- L. APPLICATION FOR PAYMENT: Motion to approve application for payment #7 from Mr. Rehab, LLC for the Hayward Area Rehabilitation Project in the amount of \$50,725.25.

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

- M. APPLICATION FOR PAYMENT: Motion to approve application for payment #1 from E. K. Services, Inc. for the Market Street Pump Station Valve Replacement and Upgrade project in the amount of \$104,376.16.

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

### **ADMINISTRATIVE REPORTS:**

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Trimmer announced the passing of Don Gable. She gave a brief recognition of his commitment and efforts towards the Parks & Recreation department and serving on the committee. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Whittaker announced that the 2023 audit will begin on February 19<sup>th</sup>. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. 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 discussed the local share grant that the Township applied for to help with the Hayward Area Sewer and Stormwater projects. 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:

<b><u>FUNDS</u></b>	<b><u>CHECK NO.</u></b>	<b><u>AMOUNT</u></b>
General Fund	34714-34887	\$ 1,215,284.37
Liquid Fuels	1421-1440	\$ 23,289.14
Sewer Fund	5934-5982	\$ 1,597,133.39
Payroll #26 Pay Ending 12/16/23	Paytime Vouchers	\$ 126,851.59
Payroll #1 Pay Ending 12/30/23	Paytime Vouchers	\$ 126,189.13
Payroll #2 Pay Ending 01/13/24	Paytime Vouchers	\$ 164,684.43

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

**ADJOURNMENT**:

Motion to adjourn the meeting at 7:52 p.m.

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