

PUBLIC MEETING MINUTES

November 21, 2019

Vice-Chairman Harlacher called the Public meeting to order at 7:00 p.m

ATTENDANCE

Supervisors Present: Steve J. Harlacher, Vice-Chairman
Rosa Hickey, Chairperson

Supervisor Absent: Dave Markel, Supervisor

Staff Present: Kelly Kelch, Township Manager
Lori Trimmer, Recreation Director
Stephen Callahan, Public Works Director
Rachelle Sampere, Zoning Officer
John Snyder, Chief of Police
Clif Laughman, Fire Chief
Steve Cordaro, Township Engineer
John Herrold, Township Solicitor
Keith Whittaker, Finance Director
Brenda Brown, Receptionist
Laura Mummert, Stenographer

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

Chairperson Hickey announced an Executive Session was held prior to tonight's meeting to discuss personnel matters. No action was taken. Chairperson Hickey announced an Executive Session will be held after tonight's meeting to discuss personnel matters.

AWARDS AND RECOGNITIONS

None

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A. Motion to approve the October 24, 2019 minutes were presented.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. RESOLUTION 19-29 PA FAIR DISTRICT: Motion to table Resolution 19-29 was made. Ron Roman and Chris Browder were in attendance to discuss, answer questions, and offer more information in representation of the PA Fair District. More information was requested by the Board. Topic will be reevaluated at December meeting.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

B. PREPARE 2019 AUDIT ADVERTISEMENT: Motion to approve the authorization of advertising that MaherDuessel, CPA will prepare the 2019 audit report and financial statement in place of the elected Board of Auditors.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- C. AUTHORIZE ADVERTISEMENT FOR RE-ORG MEETING AND AUDITOR'S MEETING: Motion to approve the authorization of advertising the Re-Organizational meeting for 2020 as January 6th and 7:30 a.m., and to authorize the advertisement of the Township Auditor's meeting as January 7th, at 4 p.m..

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- D. T-850 FINAL SUBDIVISION FOR DEAN J LAUER: Mike White, from DA Hoffman, was in attendance representing Mr. Lauer. He gave a brief synopsis to the Board in regards to finalizing the revisions given to his client for the final subdivision plan. Motion to approve a final subdivision plan for Dean J. Lauer located at 24 and 26 South Oxford Street with the following outstanding comments and waivers:

Outstanding Comments:

1. The new legal descriptions for both of the newly configured lots should be recorded with the plan so that the County Tax Maps are updated
2. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
3. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)

Waiver:

On November 21, 2019, the West Manchester Township Board of Supervisors granted the following waivers:

- W1. Existing contours to be shown at a minimum vertical interval of two (2) feet. (§121- 14.C.1 & §121-15.C)
- W2. Existing features. §121-15.C. Which requires existing features within 200' of the property lines to be shown on the plan.
- W3. Improvements to existing streets. (§121-23.C)

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- E. RESOLUTION 19-30 YORK SEWER REVENUE BONDS: Motion to approve the issuance of guaranteed sewer revenue bonds by the city of York for upgrades to York City treatment plant. Township will be responsible for approximately 13% of incurred debt.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

- F. RESOLUTION 19-31PA SMALL WATER AND SEWER GRANT APPLICATION
Motion to approve the preparation and submission of a grant for the Haviland Road Sewer Extension. The total cost of project and percentage of local match were discussed. Please note there was an amendment made to remove the names of the Township Manager and Chairperson.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- G. 2020 GENERAL FUND BUDGET: Motion to approve the advertising for the adoption of the 2020 General Fund Budget for adoption at the December 19, 2019 meeting.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- H. SOCIAL MEDIA POLICY: Motion to table the adding of a social media policy to the employee handbook was made. Let it be known the police & fire departments have their own policy, and that this would be for administration only.

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS

- A. Recreation Director: Trimmer's report was reviewed.
- B. Finance Director: Whittaker's report was reviewed.
- C. Fire Chief: Chief Laughman's report was reviewed. He made mention about the increase in schools that the department visited in October for Fire Awareness & Safety month. He also mentioned the winners for the poster contest were placed on bulletin board. No additional comments.
- D. Police Chief: Police Chief Snyder's report was reviewed. No additional comments.
- E. Manager: Manager Kelch's report was reviewed. Manager Kelch thanked Police Chief Snyder for helping with the York New Salam Borough meetings. Also, he thanked Andy Herrold with helping with UPMC. No additional comments.
- F. Engineer: Engineer Cordaro's report was reviewed. No additional comments.
- G. Zoning Officer: Sampere's report was reviewed. No additional comments.
- H. Solicitor: Solicitor Herrold's report was reviewed. No additional comments.
- I. Public Works Director: Callahan's report was reviewed. Chairperson Hickey complimented on how well the leaf blowing was going in the township. No additional comments.

STORM WATER MANAGEMENT/MS4:

Zoning officer Sampere noted during her report 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 relating to storm water management.

APPROVAL OF BILLS

Bills: Motion to pay the following bills as presented:

<u>Fund</u>	<u>Check No.</u>	<u>Amount</u>
Liquid Fuels	775-786	\$25,789.13

<u>Fund</u>	<u>Check No.</u>	<u>Amount</u>
Sewer Fund	4158-4199	\$467,418.41
General Fund	28177-28324	\$732,906.22
Payroll 22: Pay Pd. Ending 10/26/19 Paytime Vouchers		\$165,659.10
Payroll 23: Pay Pd. Ending 11/09/19 Paytime Vouchers		\$163,039.32

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Motion to adjourn the regular meeting at 7:40 p.m..

MOTION: R. Hickey
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary

MOTION TO APPROVE: _____

SECOND: _____

DATE: _____