

PUBLIC BOARD MEETING MINUTES

November 12, 2020

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

ATTENDANCE:

Supervisors Present Remotely:	Dave Markel – Vice-Chairman Rosa Hickey – Supervisor
Supervisors Absent:	Steven Harlacher - Chairman
Staff Present:	Kelly Kelch – Township Manager Andrew Herrold – Solicitor (Remotely) Clif Laughman – Fire Chief Keith Whittaker - Finance Laura Mummert – Stenographer

CALL TO ORDER:

Vice-Chairman Markel announced an executive session was held prior to tonight's meeting to discuss personnel issues. No action was taken.

Manager Kelch stated that this Public Meeting would be closed to the public due to the COVID-19 Pandemic and the Governor's instruction for Stay-At-Home practices. However, this meeting was live to the public through the Township's Recreation and Fire Department Facebook pages. It was also stated that residents could make public comment on these pages and it would be addressed. Manager Kelch also provided two phone numbers that the public could call in with any concerns/questions.

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

A. The minutes of the October 22, 2020 Public Board Meeting were provided for approval. Motion to approve the Public Meeting Minutes of October 22, 2020 as presented.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- B. The minutes of the October 27, 2020 Public Hearing Meeting were provided for approval. Motion to approve the Public Hearing Meeting Minutes of October 27, 2020 as presented.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION:

No discussion was made.

OLD BUSINESS:

None.

NEW BUSINESS:

- A. PREPARE 2020 AUDIT ADVERTISEMENT: Motion to approve authorizing the advertisement of MaherDuessel, CPA to prepare the 2020 audit report and financial statement in place of elected Board of Auditors.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- B. 2021 GENERAL FUND BUDGET: Finance Director Whittaker gave a presentation to the Board highlighting certain areas, and alerting the Board and public that there will not be a tax increase for the 2021 year. No questions were asked. Motion to approve the advertisement for adoption of the 2021 General Fund Budget for adoption at the December 17, 2020 meeting.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

C. AUTHORIZE ADVERTISEMENT FOR RE-ORG MEETING AND AUDITOR'S

MEETING: Motion to approve authorizing advertisement of the Re-Organization meeting for 2021 as January 4 at 7:30 a.m. and to authorize advertisement of the Township Auditor's meeting as January 5th at 4 p.m..

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

D. CALL BOX PRIORITY DESIGNATION: Motion to approve the Board delegating the Township Fire Chief authority to sign changes to Fire/EMC responses in the Township.

MOTION: R. Hickey

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

E. ORDINANCE 20-06 SPEED REDUCTION REQUEST: Motion to approve Ordinance 20-06, speed reduction request from 35 mph to 25 mph on North Forrest Street.

MOTION: D. Markel

SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

F. T-855 FINAL SUBDIVISION PLAN FOR 1441 OLD SALEM ROAD: Motion to approve a final subdivision plan to create two (2) residential lots located at 1441 Old Salem Road. The following conditions apply to this approval:

Subdivision and Land Development Ordinance (SLDO):

1. The seal and dated signature of the registered surveyor and/or engineer responsible for the plan, indicating that the survey and/or plan is correct must be provided on the plan. (§121-14.B.3)
2. Revise the label next to the adjacent Light Industrial (I-2) zoning boundary. It currently shows L-2. (§121-14.B.9 & §121-15.B)
3. The waiver statement must be revised prior to recording to acknowledge the outcome by the Board of Supervisors. (§121-14.D.14)
4. A sewer facilities plan revision or planning module for land development or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. (§121-14.E.2 & 121-15.F.3) Verification must be provided that

the Planning Module for Land Development was approved by the PA Department of Environmental Protection.

5. Provide the Surveyor's signature for the certification statement. (§121-14.G.2 & §113-18.E.9 & 19)

General Comments:

1. The signatures and seals of the individuals responsible for the plan shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F)
2. The notarized signature of the owner(s) shall be affixed to the plan prior to approval by the Board of Supervisors (§121-15.F.4 & §113-11))
3. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.) Payments for invoices must be sent to the West Manchester Township office located at 380 East Berlin Road, York, PA 17408 or payment must be received in person. Please do not send payments to the lockbox.
4. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)
5. A new legal description for each new lot should be recorded with the plan so that the County Tax Maps are updated.

Deferral Requests:

1. Improvement to existing streets. (§121-23.C.1)
2. Minimum street right-of-way / cartway width (Old Salem Road) (§121-23.J)
3. Minimum street right-of-way / cartway width (Spangler Avenue) (§121-23.J)
4. Sidewalks and curbs (§121-25)

Waiver Requests:

- W1. Shade trees. (§121-23.C)

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

G. T-856 FINAL LAND DEVELOPMENT PLAN FOR 1441 OLD SALEM ROAD:

Motion to approve a final land development plan to establish two (2) duplex dwellings on each of the newly subdivided lots located along 1400 block of Old Salem Road. The following conditions apply to this approval:

Subdivision and Land Development Ordinance (SLDO):

1. The waiver statement must be revised prior to recording to acknowledge the outcome by the Board of Supervisors. (§121-14.D.14)
2. A sewer facilities plan revision or planning module for land development or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. (§121-14.E.2 & 121-15.F.3) Approval from PA DEP must be received prior to recording the plan.
3. If applicable, verification must be provided that the plan for erosion and sediment control was approved by the York County Conservation District. (§121-15.F.8)
4. Provide the financial security for the public improvements prior to recording the approved plan. (§121-16.b)
5. Upon completion of the public improvements, a maintenance guaranty shall be provided in the amount of 15% of the public improvements cost for a period of 18 months from the date of acceptance. (§121-19)
6. Maintenance guaranty will be required for public improvements shown on the plan. (§121-19)
7. As-built plans. (§121-21) Please submit 2 copies of the as-built plans. A certificate of occupancy will not be issued until the as-built plans are submitted to the Township.

Stormwater Management Ordinance (SWMO):

1. Provide documentation for the use of 0.5 inch/hour infiltration rate. The documentation shall be the results of on-site infiltration tests that confirm the design, or modification of the design to agree with the test results. (§113-17.N.1.a & b) **The applicant has stated that prior to the construction of the seepage beds, infiltration testing shall be done at their bottom elevations and within their footprints, and the designs shall be adjusted as necessary. Note: This testing should be performed before the excavation of the seepage bed and not during the construction of the bed. These results shall be submitted to the Township for approval. Approval shall be received before excavation of the seepage bed is to be performed.**
2. A sink hole repair detail or a sink hole management plan shall be provided.
3. Provide 2 copies of as-built drawings and completion certificate upon completion of the stormwater management facilities. (§113-25.A&B) **The applicant has acknowledged that as-built drawings and completion certificate will be provided upon completion of the stormwater management facilities.**
4. Provide a financial guaranty for all stormwater management facilities. (§113-28) **The applicant has acknowledged that a financial guarantee will be provided for all stormwater management facilities.**
5. Add the symbol for the proposed stormwater management easement to the Legend on sheet GU 4.0.

General Comments:

6. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.) **Payments for invoices must be sent to the West Manchester Township office located at 380 East Berlin Road, York, PA 17408 or payment must be received in person. Please do not send payments to the lockbox.**
7. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)

Deferral Requests:

1. Improvement to existing streets. (§121-23.C.1)
2. Minimum street right-of-way / cartway width (Old Salem Road) (§121-23.J)
3. Minimum street right-of-way / cartway width (Spangler Avenue) (§121-23.J)
4. Sidewalks and curbs. (Spangler Avenue) (§121-23.C)

Waiver Requests:

- W1. Preliminary Plan. (§121-9)
W2. Minimum pipe size. (§113-17.K)

MOTION: D. Markel
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

- H. AUTHORIZATION OF PAYMENT FOR ZARFOSS TO WEST MARKET ST. SEWER IMPROVEMENTS PROJECT: Motion to approve authorizing Township staff to pay the invoice cost from Mr. Rehab of \$78,838.80 for the sewer improvements project.

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. 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 asked for a motion to renew a contract with Shaffer Lawn Service for three (3) years at the same cost of \$75 per hour. The Township uses their service to mow lawns that are in code violation within the Township. Motion made to approve the 3-year contract by D. Markel. Second by R. Hickey. Motion passed unanimously.
- F. ENGINEER: Engineer Cordaro's 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 Callahan's report was reviewed. No further questions.

BILLS: Motion to pay bills as presented:

<u>FUNDS</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
General Fund	29772-29869	\$ 364,304.30
Liquid Fuels	1083-2177	\$ 9,929.69
Sewer Fund	4556-4582	\$ 281,646.54
Payroll#22 Pay Ending 10/24/20	Paytime Vouchers	\$
Payroll#23 Pay Ending 11/07/20	Paytime Vouchers	\$ 106,264.82

MOTION: R. Hickey
 SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADJOURNMENT:

Comment was made by Terry Reichard on Facebook Parks & Recreation page. Reichard commended the fire police for doing a good job of handling a major traffic jam. Vice-Chairman Markel and Supervisor Hickey thanked him for his response.

Motion to adjourn the regular meeting at 7:17 p.m..

MOTION: R. Hickey
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Attest:

Secretary

Chairman

Vice Chairman

Supervisor