

## PUBLIC BOARD MEETING MINUTES

November 10, 2022

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

### ATTENDANCE:

Supervisors Present: Steven Harlacher – Chairman  
Dave Markel (remote) – Vice Chairman  
Ronald Ruman (remote) – Supervisor

Staff Present: Kelly Kelch – Township Manager  
Lori Trimmer – Parks & Recreation  
Keith Whittaker – Finance  
Clif Laughman – Fire Chief  
John Snyder – Police Chief  
Rainer Neidoroest – Engineer  
Rachelle Sampere – Zoning & Codes  
Cory Dellinger – Solicitor  
Rich Shaw – Public Works  
Laura Mummert – Stenographer

### CALL TO ORDER:

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 October 27, 2022, Public Board Meeting were provided for approval. Motion to approve the Public Meeting Minutes of October 27, 2022, as presented.

MOTION: D. Markel  
SECOND: R. Ruman  
MOTION PASSED UNANIMOUSLY

**OPEN FLOOR DISCUSSION:**

None

**OLD BUSINESS:**

- A. WEST YORK SCHOOL DISTRICT SRO: Motion to table entering into an agreement with the West York School District for an additional School Resource Officer (SRO). Two additional requests were added to the agreement, and staff need to address this before approval is made by the Board.

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

- B. T-872 PRELIMINARY/FINAL LAND DEVELOPMENT PLAN FOR PROPOSED RETAIL BUILDING AND DRIVE-THRU/FAST FOOD RESTAURANTS FOR WEST MANCHESTER TOWN CENTER: Motion to table this request as staff is still awaiting a traffic study and other outstanding comments to be completed.

MOTION: S. Harlacher  
SECOND: D. Markel  
MOTION PASSED UNANIMOUSLY

**NEW BUSINESS:**

- A. PREPARE 2022 AUDIT ADVERTISEMENT: Motion to approve authorizing the advertisement of MaherDuessel, CPAs to prepare the 2022 audit report and financial statement in place of the elected Board of Auditors.

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

- B. 2023 GENERAL FUND BUDGET: A brief presentation was made by Finance Director Whittaker of the Final Draft of the 2023 Budget. Supervisor Ruman asked Engineer Niedoroest to update the Board on 2023 stormwater and sewer projects. After the update from Engineer Niedoroest, a motion to approve advertising for the adoption of the 2023 General Fund Budget for adoption at the December 15, 2022, meeting was made.

MOTION: R. Ruman  
SECOND: D. Markel  
MOTION PASSED UNANIMOUSLY

- C. AUTHORIZE ADVERTISEMENT FOR RE-ORG MEETING AND AUDITOR'S MEETING: Motion to approve to authorize the advertisement of the Re-Organization Meeting for 2023 as January 3<sup>rd</sup> at 7:30 a.m. and to authorize the advertisement of the Township Auditor's meeting as January 4<sup>th</sup> at 4 p.m.

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

- D. CITIBOT TEXT ALERT SYSTEM: Motion to approve authorizing staff to enter a contract with CitiBot for a three (3) year term. This alert system will allow Township staff to alert residents of important information via text messaging and allow residents to reach out through web chat to find answers. Cost for initial setup and subscription will be \$10,800.00.

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

- E. BAM WESTGATE RESOLUTION 22-18: Motion to approve Resolution 22-18, adopting the offered portion of the Westgate Drive as a public road of West Manchester Township. This was originally on the agenda for advertising of an Ordinance, but an Ordinance was not needed.

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

- F. ORDINANCE 22-10, CABLE FRANCHISE AGREEMENT: Motion to approve Ordinance 22-10, approval of a cable franchise agreement with Shentel Glo Fiber.

MOTION: D. Markel  
SECOND: R. Ruman  
MOTION PASSED UNANIMOUSLY

- G. SURETY REDUCTION FOR T-854 FINAL LAND DEVELOPMENT PLAN FOR PROJECT PHOENIX: Motion to approve a request from Kinsley Properties to reduce the required surety from \$627,283.55 to \$62,972.11. Dawood Engineers has reviewed the request and provided their recommendation to the Board to reduce the required surety and retain \$390,667.00 which is 15% of the total estimated construction costs.

MOTION: R. Ruman  
SECOND: D. Markel  
MOTION PASSED UNANIMOUSLY

H. DCED GRANT AUTHORIZATION: Motion to approve authorizing Township staff to apply for the H2O or Small Water grant through DCED for the Warwick Road project. Estimated cost for Dawood Engineer to create necessary supporting documents for this grant would be between \$6,000.00 to \$8,000.00.

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

I. ROAD CLOSURE REQUEST: Motion to approve a road closure request from York Excavating to close Baker Road between Route 30 and Zeigler Road on November 12<sup>th</sup>, 2022, to tie in the Colonial House sewer main.

MOTION: S. Harlacher  
SECOND: D. Markel  
MOTION PASSED UNANIMOUSLY

J. FRITO LAY WASTEWATER DISCHARGE: Discussion by the Board on a request by Frito Lay that the Township scour the lines from the Frito Lay plant to the pump station. Approximate cost for this maintenance would be \$30,000.00. Frito Lay stated they would be willing to pay 50% of the cost. Township Manager gave a brief overview of back story of this request and the ongoing issues with the waste coming from Frito Lay. A motion was made to deny the request, and ask Frito Lay to pay 100% of this cost to scour the lines.

MOTION: R. Ruman  
SECOND: D. Markel  
MOTION PASSED UNANIMOUSLY

K. 4655 DARLINGTON ROAD: Discussion by the Board regarding complaints and violations for the 4655 Darlington Road property. Complaints have been received by residents, and the Zoning & Codes Department has followed protocol with sending violation letters and citations. The Township Solicitor recommends consideration to petition the court to open an estate and name an executor. A motion was made to allow the Township Solicitor to petition the court and name an executor for this matter.

MOTION: S. Harlacher  
SECOND: D. Markel  
MOTION PASSED UNANIMOUSLY

- L. BAKER ROAD GUARDRAIL: Discussion by the Board for a request by a resident located at 1980 Baker Road to install a guardrail at the sharp curve of his property due to continuous car accidents occurring there. The Public Works Director has given his recommendation to consider placing more warning signs of the upcoming curve, and the possibility of a guardrail to protect the utility pole area. Director Shaw has provided the Board with an estimation for cost of this project. A brief overview of this request was presented by Manager Kelch. Discussion by the Board on finding alternative ways to prevent the accidents from occurring at this area was had. Suggestion was made to have Public Works Director Shaw reach out to Verizon regarding the utility pole that is also being damaged in these accidents, and seeing if they would want to share the costs in a guardrail. Also, Director Shaw is to investigate additional signage to warn drivers of the sharp curve in the road.
  
- M. STORMWATER AND SEWER 2023 PROJECTS: Engineer Neideroest provided a document to the Board with upcoming 2023 projects, and discussed which are approved in the proposed 2023 budget.

### **ADMINISTRATIVE REPORTS:**

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Director Whittaker thanked staff for their work on the budget. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Chief Laughman asked for an emergency action to be made by the Board to add an agenda item to authorize him and Township Manager Kelch authority to sign changes to Fire/EMC responses in the Township. Supervisor Ruman made a motion to add to the agenda this item for consideration. Chairman Harlacher second the motion. Motion was passed unanimously. Motion was then made by Chairman Harlacher to delegate the Township Fire Chief and Township Manager authority to sign changes to Fire/EMS responses in the Township. Vice-Chairman Markel second the motion. Motion was passed unanimously. Fire Chief Laughman also announced that York County approved a county wide tax credit to volunteer firefighters at its meeting. He also announced that Santa Claus will be visiting the Township on December 17<sup>th</sup> and 18<sup>th</sup>. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. Chief Snyder updated the Board on traffic enforcement results, specifically on Taxville Road where speeding has been an issue. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Manager Kelch updated the Board on the progress of the Strategic Plan. He also announced the Comp Plan was being worked on and will be out for bid. Manager Kelch announced that at the PSATS Fall Forum he attended Fire Chief Laughman as complimented, and he wanted to be sure Chief Laughman was commended. Manager Kelch also announced

that the Township had success with the tax issue that was talked about in the October meeting. No further questions.

- F. ENGINEER: Engineer Neideroest's report was reviewed. He announced that the Haviland Road sewer project is a third completed. No further questions.
- G. ZONING OFFICER: Officer Sampere's report was reviewed. No further questions.
- H. SOLICITOR: Solicitor Herrold's report was reviewed. Attorney Cory Dellinger was present for this month's meeting. No further questions.
- I. PUBLIC WORKS DIRECTOR: Director Shaw's report was reviewed. Director Shaw updated the Board on leaf collection and that things were moving along well. No further questions.

**STORMWATER MANAGEMENT/MS4**

Zoning Officer Sampere noted 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 related to storm water management.

**BILLS**: Motion to pay bills as presented:

<u>FUNDS</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
General Fund	32960-33003	\$ 322,022.55
Liquid Fuels	1231-1234	\$ 2,413.93
Sewer Fund	5470-5480	\$ 264,826.61
Payroll#23 Pay Ending 11/5/22	Paytime Vouchers	\$ 118,491.40

MOTION: D. Markel  
SECOND: R. Ruman  
MOTION PASSED UNANIMOUSLY

**ADJOURNMENT**:

Chairman Harlacher announced the Board will be going back into executive session after the meeting for personnel matters. Motion to adjourn the regular meeting at 7:58 p.m.

MOTION: S. Harlacher  
SECOND: D. Markel  
MOTION PASSED UNANIMOUSLY