

PUBLIC MEETING MINUTES

October 28, 2021

Chairperson Hickey called the Public Meeting to order at 7:00 p.m.

ATTENDANCE

Supervisors Present:	Rosa Hickey – Chairperson Steven Harlacher – Vice Chairman Dave Markel – Supervisor (remotely)
Staff Present:	Kelly Kelch – Township Manager Lori Trimmer – Recreation Director Keith Whittaker – Finance Director Clif Laughman – Fire Chief John Snyder – Police Chief Laura Mummert - Stenographer Rainer Neideroest – Township Engineer Rachelle Sampere – Zoning Officer Andy Herrold – Solicitor Steve Callahan – Public Works Director

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENTS

None

EXECUTIVE SESSION

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

APPROVAL OF MINUTES

A. The Minutes of the September 23, 2021, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of September 23, 2021, as presented.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION

Patrick Hruz of 1650 Rainbow Circle introduced himself to the Board as a new resident and thanked the Zoning Department and staff for all that they do. He explained he was here not only for himself, but for his neighbor who sustained severe damage to her home from flooding after the two hurricanes came through our Township. He asked the Board to please consider the rainwater drainage issues and consider fixing them in the future. Chairperson Hickey thanked Mr. Hruz and informed him the Township is looking into next steps for action from the State.

Bart Bartholomew of 1576 Haviland Road spoke of his concerns with the upcoming sewer project on Haviland Road. After the Township held a "Town Meeting" for the residents affected by this project on October 14th, he feels many questions are unanswered. He claims many of his neighbors are still unsure of costs associated with this project. He asked the Board and Township Engineer where he could submit questions or input about construction drawings. Also, he wanted to know why his request for the construction plans to be sealed and signed was not granted. Director Callahan informed him that they will be signed and sealed when going out for bid. The Township Engineer told him he could submit questions and input by e-mailing or bringing in writing his requests to the Township office. He also had questions on the time frame, schedule, and estimated costs for lateral for residents. The Engineer answered at this time we do not have estimates for the lateral costs because they are on private land. Only for the sewer project. All other information will be communicated when it is known.

OLD BUSINESS

None

NEW BUSINESS

A. ROAD CLOSURE REQUEST: Motion to approve a road closure request by the West Manchester Township Fire Department to close Hempfield Road between Loman Avenue and Dove Drive for it's annual "Truck or Treat" event on October 31st from 6 to 8 p.m.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

B. ROAD CLOSURE REQUEST: Motion to approve a road closure request from Mr. James Kunkle of 2835 Loman Avenue to close Loman Avenue between Hempfield Drive and Walnut Bottom Road for a neighborhood block party on October 30th from 5 to 9 p.m.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

C. RESOLUTION 21-17 AMENDING THE 2021 FEE SCHEDULE: Motion to approve Resolution 21-17, Amending the 2021 Fee Schedule. This amendment is to add a \$20.00 Technology Fee in Zoning.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

D. MARKET STREET/ZARFOSS ROAD TRAFFIC SIGNAL UPGRADE BID AWARD: Motion to approve staff recommendation that the Board award the Market Street/Zarfoss Road Traffic Signal Update to Wyoming Electric and Signal for option #2 in the amount of \$370,058.00. Majority of this work will be covered by the Green-Light-Go Grant that was awarded to the Township, with the Township being responsible for approximately 20% of the total cost.

MOTION: S. Harlacher
SECOND: R. Hickey

MOTION PASSED UNANIMOUSLY

E. BUDGET TRANSFER: Motion to approve staff recommendation that the Board make necessary transfers to the capital reserve fund due to the completion of the 2020 budget audit.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

F. RATIFICATION OF SETTLEMENT: Motion to ratify the Boards decision to terminate the appeal of the Zoning Hearing Board decision in case number 2021-SU-001859.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

G. “NO PARKING” REQUEST DISCUSSION: Motion to deny a “No Parking” Request from Judith Myers to do a traffic study to determine if “No Parking” signs are warranted on the south side of Orange Street due to the waiver the Board granted last month. The PD did a review and provided its recommendation and comments.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

H. RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT SEWER FACILITIES PLANNING MODULE FOR T-862 FINAL SUBDIVISION PLAN FOR KENNETH R. FORD, JR., ANGELL WESNER-FORD AND ANDREW FORD - Motion to approve a sewer planning facilities module for the Ford-Wesner final subdivision plan located at the 4300 block of West Market Street. The sewer planning module must be forwarded to PA DEP for approval.

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

I. T-864 FINAL LAND DEVELOPMENT PLAN FOR 5 STAR INTERNATIONAL: Motion to approve the final land development plan for 5 Star International for a building expansion more than 20% of the existing operation located at 2818 West Market Street in the I-2 Light Industrial Zone. ***Tabled at the September 23, 2021, Board of Supervisors meeting.***

T-864 FINAL LAND DEVELOPMENT PLAN FOR FIVE STAR INTERNATIONAL:

Subdivision and Land Development Ordinance (SLDO):

1. §121-14.F Impact statements. ***Provide the required impact statements or submit***

a request for waiver and revise the title sheet of the plan.

2. §121-15.F.4 A notarized statement signed by the landowner, to the effect that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded as such. This must be dated following the last change or revision to said plan. ***Please provide required notarized signatures on the plan.***
3. §121-17 Financial security shall be required for all public improvements.
4. §121-19 Maintenance guaranty shall be required for public improvements.
5. §121-21 As built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit two (2) copies of the as-built plans to the Township for distribution to the Township Engineer and file retention at the Township office.

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. 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)
4. Please provide a Knox box on the building and a Knox switch on the proposed gate.

The Board of Supervisors granted the following waivers on October 28, 2021:

- W1. §121-9. Preliminary Plan.
- W2. §121-25. Sidewalks and curbs.
- W3. §113-14. Stormwater Volume Controls. (The reduction of the net additional impervious area of the additions to the building to less than 1,000 sq. ft. by converting approximately 1,000 sq. ft. of asphalt paving to grass area qualifies the project for the exemption for peak rate control and submission of a stormwater plan contained in §113-13.)

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

J. T-865 FINAL SUBDIVISION AND LAND DEVELOPMENT PLAN FOR WESTGATE CAMPUS PHASE 1 PROPOSED PROFESSIONAL OFFICE BUILDINGS: Motion to approve the final subdivision and land development plan for Westgate Campus Phase 1 located on a 47+ acre-tract along Westgate Drive and Roosevelt Avenue in the Professional Office Zone.

T-865 FINAL SUBDIVISION AND LAND DEVELOPMENT PLAN FOR WESTGATE CAMPUS PHASE 1
PROPOSED PROFESSIONAL OFFICE BUILDINGS:

Subdivision and Land Development Ordinance (SLDO):

1. §121-14.E.2 A sewer facilities plan revision module for land development or supplement in accordance with the Pennsylvania Sewerage Facilities Act 537 of 1966, as amended. ***Please submit a sewer planning module form for each property involved in the land development.***
2. §121-15-F.3 Notice from the Pennsylvania Department of Environmental Protection that sewer facilities plan revision or supplement has been approved. ***Please submit a sewer planning module for Township staff to review prior to forwarding to PA DEP. Although a point of connection to the existing sanitary sewer system has been identified, the ability of that line and those downstream to provide the requested capacity has not been verified at this time. The Developer shall bear the cost of any improvements and upgrades needed to provide the requested capacity if the existing system lacks sufficient capacity. Please provide proof of approval from the City of York and DEP once granted.***
3. §121-15.F.8 Written notices of approval as required by this chapter, including written notices approving the water supply systems, sanitary sewerage systems and stormwater runoff to adjacent properties. ***Please provide approval letters from the York Water Company and the York City Sewer Treatment Plant.***
4. §121-15.F.4 A notarized statement signed by the landowner, to the effect that the subdivision or land development shown on the plan is the act and the deed of the owner, that all those signing are all the owners of the property shown on the survey and plan, and that they desire the same to be recorded as such. This must be dated following the last change or revision to said plan. ***Please provide required notarized signatures on the plan.***
5. §121-16 Improvement Guaranties. Financial security in accordance with §121-17 must be accepted by the Board of Supervisors.
6. §121-17 Financial security shall be required for all public improvements. ***Please submit an improvement guaranty cost sheet to be reviewed by Dawood Engineers. Submit financial security prior to recording the plan. Provide Engineering escrow by check 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... 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.***
7. §121-19 Maintenance guaranty shall be required for public improvements.
8. §121-21 As built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit two (2) copies of the as-built plans to the Township for distribution to the Township Engineer and file retention at the Township office.

General Comments:

1. An E&S plan and N.P.D.E.S. approvals by the YCCD are required prior to recording the plan.
2. An Operation and Maintenance agreement will be required for each lot involved in the land development.
3. 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)
4. 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)
5. All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
6. All final plans, as recorded, shall be submitted in electronic format (i.e. PDF)
7. The applicant has acknowledged a fair-share contribution will be made towards the long-term improvement project at the intersection of Loucks Road and Roosevelt Avenue, based on methodology outlined in the Transportation Impact Memorandum dated October 2018 prepared by Dawood Engineering, Inc.

Stormwater Management Ordinance (SWMO):

1. §113-12.G. Verify flows are not increased, significantly decreased, or otherwise altered to the adjacent properties.
 - a. The entirety of the existing drainage area does not discharge to POI 1. Provide additional points of interest for the other stormwater discharge point locations. Revise calculations to show existing flows from the project area to POI 1.
2. §113-17.A.3 Peak discharges and volumes of runoff shall be determined by using the Modified Rational Method for watershed less than 10 acres. Revise the report accordingly for the following:
 - Provided additional documentation demonstrating that the peak flow does occur at 5 minutes. A storm duration of only 5 minutes was used for the runoff calculations. Since the T_c is greater than 5 minutes, the peak flow may not occur at 5 minutes as not all the drainage area will be contributing to the point of interest.
 - Provide storage calculations for the critical storm duration showing the maximum required storage volume. When used to route hydrographs through a basin, the modified rational method also requires the correct critical duration storm be used to compute the maximum storage volume required.

- The emergency spillway should be modeled as a broad-crested weir, not sharp-crested.
- The grate and orifices in the model should match the plan detail.

Comment partially addressed. The time span should be increased for some of the storms. The peak outflow rate from the basin has not been achieved at 3 hours for all the storms. The grate in the model is listed as 24"x24" but the plan shows a 48"x27" grate. The grate in the model also includes 36 1.3"x11.7" openings which does not match the detail on the drawings.

3. §113-17.Q and §113-18.C Drainage easements shall be a minimum width of 30 feet. Drainage easements shall provide area for the maintenance, repair, and reconstruction of the drainage facilities, including passage of machinery for such work. Revise the drawings to provide drainage easements of the minimum width and to include the basin berm and spillways. Provide sufficient access and maintenance easements for all physical SWM BMPs. ***Comment partially addressed. Drainage easements are required for the basin outlet pipe, emergency spillway, and berm. The drainage easement shall include the entire berm, not only the top.***
4. §113-18.E.4 Include in the narrative the expected project time schedule.
5. §113-18.E.5 Provide soil erosion and sediment control plan approval from York County Conservation District.
6. §113-18.E.11 Revise the drawings to include a notarized signature of the parcel owner(s) indicating they are aware of and will be responsible for operation and maintenance of the SWM facilities. ***Comment partially addressed. Provide owner's signature prior to recording.***
7. Verify and update the narrative report for the recent changes.
 - a. Table of contents page numbers need updated.
 - b. Appendix A does not include the pre-development data sheets referenced in the pre-development condition section on page 3. Note: the data sheets provided in the previous report should be updated and included in the new report.
 - c. Appendix A does not include the post-development data sheets referenced in the post-development condition section on page 3. Note: the data sheets provided in the previous report should be updated and included in the new report.
 - d. Appendix A does not include the volume summary and supporting hydrographs referenced in the stormwater volume section on page 4.
 - e. The summary in appendix B doesn't match the Hydro CAD output values for the bypass rates, storms 25-100.

- f. Update the basin outlet structure module to match the plan details on sheet 14 (PCSM-3) or provide a detail on the drawings for the outlet structure.
- 8. Verify and update the drawings for the recent changes.
 - a. Provide a detail on the drawings for the basin outlet structure or update the model to match the details for the Type M inlet on sheet 14 (PCSM-3).
 - b. The infiltration basin section at outlet structure on sheet 14 (PCSM-3) labels the outlet barrel as a HDPE pipe. This should be RCP to match the table on sheet 8 (GU-1).

On October 28, 2021, the Board of Supervisors voted to grant the following waivers and deferment:

- W1. §121-9 Preliminary plan applications are required for all land developments... A waiver application has been submitted and the waiver request has been listed on the Title Sheet of the plan.
- W2. §121-23.N & §121-23.J to allow the proposed permanent cul-de-sac to exceed 500 feet in length and the turnaround to be designed per temporary turnaround criteria.
- W3. §121-23.R and §42-8.F Access Drives to allow more than one (1) access drive to serve Lots 1 and 2.
- W4. §113-12.F.2 Regarding requirement to prove stormwater management compliance for future undefined improvements on residual lands.

- D1. §121-25 Curbs and sidewalks. Waiver request is pertaining to the installation of sidewalk along the proposed extension of Westgate Drive.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS

- A. Recreation Director: Trimmer's report was reviewed. Trimmer informed the Board that the annual Truck Touch was a success!
- B. Finance Director: Whittaker's report was reviewed. Whittaker announced the 2022 Draft Budget was completed and provided to the Board. Any comments or questions could be e-mailed to him. He also announced there would not be a tax increase for the upcoming year.
- C. Fire Chief: Chief Laughman's report was reviewed. He mentioned October was National Fire Safety Month and he visited several of the schools and daycares to

educate children on fire safety. Also, he gave First Responders a shoutout as it was National First Responder Day as well. He spoke about the Departments trip to DC and the honor it was laying a wreath at the Tomb of the Unknown Soldier.

D. Police Chief: Chief Snyder’s report was reviewed. The Chief spoke about the new bodycams that the officers would start wearing beginning November 4th. They were able to purchase these cameras through a grant. Supervisor Markel asked Chief Snyder to please collect information on the speed sign on Church Road and to give him a call to discuss these results.

E. Township Manager: Manager Kelch’s report was reviewed. Kelch announced regarding the sale of the York City Wastewater Plant, the hearings have been pushed back to May of 2022. He will continue to keep the Board and residents updated on this situation. Manager Kelch also spoke of the Township employees United Way campaign this year, and how one of the incentives was a “No Shave November” for police officers and being able to wear jeans for the administration staff. Manager Kelch thanked Keith and the Finance team for their hard work on the budget preparation. He also announced that Trick or Treat would be held on October 31st from 6 to 8 p.m. and that the police department would be on patrol.

F. Engineer: Engineer Cordaro’s report was reviewed. No additional comments.

G. Zoning Officer: Officer Sampere’s report was reviewed. Officer Sampere informed the Board of a request made by her Zoning Hearing Board to move it’s 2022 meetings to 6 p.m. from the 7 p.m. time it is currently. The Board explained that if her Board votes on it and is agreeable, that should not be a problem.

H. Solicitor: Solicitor Herrold’s report was reviewed. No additional comments.

I. Public Works Director: Director Callahan’s report was reviewed. Callahan informed the Board the leaf collection has begun and will continue until the middle of December.

STORM WATER 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.

APPROVAL OF BILLS

BILLS Motion to pay he following bills as presented:

<u>FUND</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
Liquid Fuels	1060-1071	\$ 16,507.48
Sewer Checks	4996-5036	\$ 665,879.31
General Fund	31236-31377	\$ 1,795,398.38
Payroll 20: Pay Pd. Ending 09/25/21	Paytime Vouchers	\$ 114,915.39

Payroll 21: Pay Pd. Ending 10/09/21	Paytime Vouchers	\$	113,518.85
Payroll 22: Pay Pd. Ending 10/23/21	Paytime Vouchers	\$	115,879.09

MOTION: D. Markel
SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

ADJOURNMENT

Motion to adjourn the regular meeting at 7:48 p.m.

MOTION: S. Harlacher
SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

Respectfully Submitted,

Kelly K. Kelch, Secretary