

PUBLIC BOARD MEETING MINUTES

September 22, 2022

Chairman Harlacher called the meeting to order at 7:10 p.m.

ATTENDANCE:

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

A. Greg Moul, 2461 Wyndhurst Ct., asked the Board about surveyors he saw a few months ago in his neighborhood. He was curious what the project was for, or if it was still going on. Engineer Neidoroest explained to Mr. Moul that this is regarding a stormwater project near Hayward Road. He explained that there are several steps to undergo before the project will begin. Supervisor Ruman asked Engineer Neidoroest if he could give an estimated time for the project to start. He stated that it could be Spring of 2023, with the project going out for bid at the beginning of the year.

B. Lester Mummert addressed the Board about his concerns with invoices he received from Dawood Engineers regarding stormwater management for three (3) new homes he built on Orange Street. Engineer Neidoroest addressed Mr. Mummert and his concerns stating that he has met with Mr. Mummert in meetings to go over these invoices, even providing detailed line-item invoices for him so he can understand the differences in cost for each home. Engineer Neidoroest explained he has done everything he can, and no cannot come up with any other solution. The Board and Manager Kelch explained to Mr. Mummert that without Mr. Mummert's engineer present to explain himself, a resolution could not be had at this time.

C. Randy Drais, 1860 Hayward Road, addressed the Board with his concerns about updating the Township website with current sewer/stormwater project timelines. He stated he found the one staff put on their a few months ago but asked why it had not been updated. He also stated he feels it should be put on the website in an easier to find place. Engineer Neidoroest explained that he will begin to update this list each month in his Board report. Mr. Drais also mentioned to the Board about looking into Penn Vest and getting our legislators involved for help in completing sewer and stormwater projects in the Township. Mr. Drais also inquired about the project in the Hayward Road area, and Engineer Neidoroest gave an update.

APPROVAL OF MINUTES:

- A. The minutes of the August 25, 2022, Public Board Meeting were provided for approval. Motion to approve the Public Meeting Minutes of August 25, 2022, as presented.

MOTION: D. Markel

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION:

None

OLD BUSINESS:

- A. TOWNSHIP VOLUNTEER FIREFIGHTER TAX RELIEF: Chief Laughman updated the Board on his drafting the criteria for the tax relief program for volunteer fire-fighters. Chief Laughman explained that a select group was formed to come up with the specific details of the program. A survey was done, and all current firefighters are in favor of this program as well. Chairman Harlacher inquired about the points system Chief Laughman mentioned in his report. Chief Laughman responded with his answer. Supervisor Ruman asked if members will be eligible to receive both the EIT and Property tax. Chief Laughman responded no, they will have to pick which one they

wish to receive. The Board asked Chief Laughman to provide for them at the October meeting more realistic numbers for the cost to the Township. Chief Laughman asked the Board if they would consider authorizing the Township Solicitor to draft an Ordinance with the criteria for the tax relief program. Supervisor Ruman made a motion authorizing the Township Solicitor to draft an Ordinance with the criteria for the program. Chairman Harlacher second the motion. Motion was passed unanimously. Chief Laughman spoke to the possible regionalization with other departments. He stated he had reached out to a neighboring department, and they did not wish to do this. Chief Laughman also said that the department already works with other departments with training, etc. Supervisor Ruman explained he did not want departments to merge with one another, to just use each other as resources.

NEW BUSINESS:

- A. RESOLUTION 22-15, LIQUOR LICENSE TRANSFER: Motion to approve Resolution 22-15, request to transfer a liquor license from York City(Cobblestone's at 205 S. George St, York, PA) to West Manchester Township (Rutter's at 1590 Kenneth Rd., York, PA).

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

- B. STORMWATER MANAGEMENT ORDINANCE AMENDMENT: Motion to approve a request from the Zoning Department to authorize the Township Solicitor to advertise an amendment to the stormwater management ordinance to address elicited discharges and riparian buffers as mandated by Pennsylvania DEP.

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

- C. 2023 STRAY ANIMAL HOUSING AGREEMENT: Motion to approve entering into an agreement with the SPCA of York County for stray animal housing for the year 2023. The cost will be \$9,730.41, which is the same as last year.

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

- D. ROAD CLOSURE: Motion to ratify a road closure on Hillside Terrace that occurred from September 6th to the 16th and September 19th for Columbia Gas to install a new gas main.

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

E. TRAFFIC SIGNAL MAINTENANCE CONTRACT AWARD: Motion to approve awarding the traffic signal maintenance contract to Signal Services, Inc. Signal Services Inc. was the lowest bidder for services the Township utilizes most between the two companies that bid.

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

F. HANDICAP PARKING REQUEST: Motion to approve authorizing the Township Solicitor to prepare and advertise an ordinance for handicap street parking request at 1349 Old Salem Rd. A traffic study was completed and provided to the Board.

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

G.T-861 EASEMENT AGREEMENT: Motion to approve the proposed easement agreement between White Street Associates and West Manchester Township. This allows the developer to construct a drive through exit area on the site requiring Developer to pave over land which lies within the Township sanitary easement. The Township requires that the Developer agree to be responsible for all costs associated with the Township's necessary repair, maintenance, and/or replacement of any part of the easement area including, but not limited to paving and curbing. The Developer also agrees to pay fees incurred by Solicitor's review and comments.

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

H. PENSION PLAN TOWNSHIP MMO ACKNOWLEDGEMENT: Motion to approve Acknowledging the MMO for 2023 for both the Uniform and two (2) non-Uniform Pension plans. The anticipated amount for all plans is \$1,279,227.00.

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

I. STRATEGIC PLAN CONSULTANT: Motion to approve selecting Dame Leadership as the strategic plan consultant. Dame Leadership was the lower cost and had the best proposal between the two received.

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

J. ORDINANCE 22-07 NO PARKING REQUEST: Motion to approve Ordinance 22-07, to prohibit parking at all times on the south side of Gillespie Drive for approximately 150 feet directly across from the entrance/exit to the Frito Lay private trailer parking lot area.

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

K. ROAD CLOSURE REQUEST: Motion to approve a road closure request for Zarfoss Road occurring on October 21st to the 24th, 2022. This will be for railroad crossing work.

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

L. ROAD CLOSURE: Motion to ratify a road closure on Hempfield Drive between Loman Avenue and Dove Drive for the annual Truck or Treat event held by the Township Fire Department. This closure will occur on October 31st from 6 to 8 p.m.

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

M. AUTHORIZATION TO BID THE PUBLIC WORKS BUILDING ANNEX PROJECT: Motion to approve authorizing Dawood Engineering to bid the West Manchester Township Public Works Building Annex Project. This project was budgeted for \$290,000.00.

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

N. GARBAGE CONTRACT EXTENSION: Motion to approve entering a one (1) year contract extension with Penn Waste as per the agreed upon guidelines set in the current garbage contract.

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

- O. AUTHORIZING TO DRAFT RESOLUTION FOR ACT 57: Motion to approve authorizing the Township Solicitor to draft a resolution to comply with the ACT 57 of 2022 regarding real estate tax bills.

MOTION: S. Harlacher

SECOND: D. Markel

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Director Trimmer announced the Fall Township Newsletter was delivered to all residents. She also announced the Food Truck and Truck Touch events coming up. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Director Whittaker updated the Board that the audit was in final review. He also reminded residents that financial help is available for those in need to help with sewer payments, and that the one program would no longer be taking applicants as of October 28th. Supervisor Ruman asked if Director Whittaker was able to come up with a dollar amount to give to senior centers for next year. He responded that he has not been able to do that yet. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Laughman shared that the department had received a state grant. Chief Laughman also updated the Board on the recently updated PA Fireworks Law. He asked the Board for permission to have the Township Solicitor draft an Ordinance regarding this. Chairman Harlacher made a motion to authorize the Solicitor to draft an Ordinance for limiting firework usage in the Township. Supervisor Ruman second it. Motion passed unanimously. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch thanked the Board and staff for their patience while he was recovering from surgery. He announced that staff will be looking into a citizen alert system using text messaging to alert residents of important news. He will keep the Board updated on this progress. He informed the Board that he and members from the PD will be meeting with the school district to discuss the possibility of adding another SRO to the district. Manager Kelch announced that budget preparations are on point. He mentioned that Director Trimmer has been working on applying for a grant so that the Township could build pickleball courts for resident usage. No further questions.
- F. ENGINEER: Engineer Neideroest's report was reviewed. He discussed DCED grants for future stormwater projects. He updated the Board on the Haviland Road sewer project, stating work is scheduled to begin on October 10th. An anticipated completion date for the work would be mid-December into the beginning of January. Supervisor Ruman asked for an update on the comprehensive plan. 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. He announced that leaf collection would begin in the Township at the end of October. Supervisor Ruman asked for an update to his inquiry at last month's meeting for traffic control at the traffic signal at Church Rd. Director Shaw said he did reach out to Dawood, and it would cost roughly \$5-\$6,000 to do a traffic study. Discussion was had by the Board. Supervisor Ruman made a motion to authorize staff to work with Dawood to do a traffic signal study at the intersection of Church Road and Carlisle Road. Chairman Harlacher second it. Motion passed unanimously. Director Shaw also updated the Board about the Bannister Street and Scott Street intersection. He informed them it would be a large undertaking. No further discussion was made. 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	32683-32805	\$ 647,281.51
Liquid Fuels	1207-1219	\$ 74,832.05
Sewer Fund	5395-5423	\$ 537,394.05
Payroll#16 Pay Ending 8/27/22	Paytime Vouchers	\$ 114,994.40
Payroll#17 Pay Ending 9/10/22	Paytime Vouchers	\$ 114,473.17

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

ADJOURNMENT:

Motion to adjourn the regular meeting at 8:36 p.m.

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