

PUBLIC BOARD MEETING MINUTES

September 28, 2023

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

ATTENDANCE:

Supervisors Present:

Steven Harlacher – Chairman
Ronald Ruman – Vice Chairman

Staff Present:

Lori Trimmer – Parks & Recreation
Keith Whittaker – Finance
Clif Laughman – Fire Chief
John Snyder – Police Chief
Kelly Kelch – Township Manager
Rainer Neidorest - Engineer
Rachelle Sampere – Zoning & Codes
Andy Herrold – Solicitor
Rich Shaw- Public Works
Laura Mummert– Stenographer

Supervisors Absent:

Dave Markel - Supervisor

CALL TO ORDER:

A. 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. He also announced an executive session was held on September 20th to discuss a personnel matter.

PUBLIC COMMENT:

A. Ms. Donna James, 2928 Sparrow Drive, discussed with the Board that she is happy there are ordinances in the books for fireworks and for campers/RV's being parked along the road now. However, she expressed her concern that she feels there is nothing in these ordinances stating about violations or fines that will be given to those that break these ordinances and that should be addressed. At this time, she feels nothing is being done to enforce these as much as they could be. She thanked the Board for their time.

- B. Mr. Randy Zmolek, 1980 Baker Road, expressed his concern about traffic accidents continuing around the sharp bend on Baker Road where he lives. He specifically pointed an accident that occurred that took out the telephone pole, that eventually fell over and could have caused a fatality. Public Works director Shaw explained that the utility poles are not the Township's, and that Verizon or Met-Ed would need to take care of the pole. He also mentioned that he had reached out to Verizon about putting up a guard rail to protect the pole over a year ago, and he never got a response. He informed Mr. Zmolek that the micro surfacing would be done soon, but the company was running behind due to recent rainstorms coming through the area.

APPROVAL OF MINUTES:

- A. The minutes of the August 24, 2023, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of August 24, 2023, as presented.

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

OPEN FLOOR DISCUSSION:

None

OLD BUSINESS:

None

NEW BUSINESS:

- A. POLICE DEPARTMENT CONTRACT: Motion to approve the new five (5) year contract with the West Manchester Township Police Association. Members of the association were in attendance to sign the contract after approval and thanked the Board and Manager Kelch for approving the new contract.

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

- B. SEWER CONNECTION WAIVER REQUEST: Motion to approve the fee waiver request from Ms. Stephanie Mummert of 1510 Haviland Road to connect to the public sewer system.

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

- C. T-881 SEWER PLANNING MODULE EXEMPTION MAILER FOR 1401 CARLISLE ROAD: Motion to approve permission for staff to forward to PA DEP a sewer planning module exemption mailer proposing 1 EDU for the commercial property located at 1401 Carlisle Road (currently occupied by Tobacco Hut) for connection to the newly constructed sewer line on Haviland Road. No land development is being proposed at this time. Dawood Engineers has reviewed the exemption mailer and has no objections to the proposed connection to public sewer.

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

- D. PENSION PLAN MMO ACKNOWLEDGMENT: Motion to approve acknowledging the MMO for 2024 for both Uniform and two (2) Non-Uniform pension plans. The anticipated amount for all plans is \$1,259,460.00.

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

- E. SUPERVISOR DAVE MARKEL RESIGNATION: Motion to approve acceptance of resignation from Board Supervisor Dave Markel. This resignation will take effect on October 23, 2023.

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

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

- G. RESOLUTION 23-14 SERVICES FOR TRAFFIC CONTROL DEVICES: Motion to approve Resolution 23-14, authorizing staff to enter intergovernmental cooperation for the joint maintenance and repair services for traffic control devices on the Route 30 corridor.

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

- H. YORK COUNTY CONVENTION: Motion to approve authorizing Manager Kelch, Supervisor Ruman, and elected Auditor Brian Siatkowski to attend the York County

Convention on October 25th at the Township expense. Act 9 of 1988 allows the Township to cover registration fees and transportation costs for this event.

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

- I. APPLICATION FOR PAYMENT REQUEST: Motion to approve application for payment #5 to Mr. Rehab, LLC for the Hayward Area Sewer Rehabilitation Project in the amount of \$118,549.07.

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

- J. EMERGENCY OPERATIONS PLAN: Motion to approve the updated Township Emergency Operations Plan as presented with all updates noted on the cover sheet.

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

- K. FIREMAN'S RELIEF ASSOCIATION AGREEMENT: Motion to approve entering into an agreement with the Fireman's Relief Association of West Manchester Township to provide 16.48% of the proceeds should the new Engine 505 ever be sold back to the Fireman's Relief Association. This is the same type of agreement we have done for all past purchases of fire apparatus.

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

- L. POLICE SALE OF EXCESS EQUIPMENT: Motion to approve authorization from the Board to sell through auction an excess police vehicle.

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

- M. REZONING REQUEST: Manager Kelch provided information to the Board regarding this request from Mr. Jordan Chronister for a land parcel on Log Cabin Road. Motion was made to approve forwarding the request to the West Manchester Township Planning Commission and York County Planning Commission for review. If both Commissions are in favor; this approval would also establish a rezoning hearing to take place at the December Board of Supervisors Meeting.

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

- N. STORMWATER REPAIRS AUTHORIZATION: Motion to approve authorizing the public works director, with the assistance of Dawood Engineering, to seek proposals from contractors to affect repairs and replacement of stormwater pipe and inlets in the Rainbow Circle Area. The estimated cost of the work is \$246,000.00.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Trimmer's report was reviewed. Trimmer announced about the upcoming Truck Touch, and thanked all departments that are involved in making this a success. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Whittaker thanked the Department Heads for their work on the 2024 budget. Currently, he predicts no tax increase for 2024. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. Laughman announced the new fire engine has arrived and will begin the process of selling the old one. Chief Laughman asked the Board for permission to enter agreements with three (3) different brokers to try and get the engine sold. These brokers will do the leg work of advertising to selling it. Whichever broker sells it they will get 10% of the profit. A motion to approve Chief Laughman entering into agreement with these brokers was made by Chairman Harlacher. Second by Supervisor Ruman. The motion was passed unanimously. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. Snyder explained to the Board that in working with the DA's office, there was a raid that occurred at Lisa's Spa located on Carlisle Road due to suspicion of human trafficking. Chief Snyder also discussed with the Board that he is working on creating an Ordinance that will make it harder for spas to open in the Township in the future. More criteria will have to be met. The Board thanked him for his work on this. No further questions.
- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Manager Kelch announced that he was asked to attend a roundtable with the PennDOT Secretary to discuss infrastructure that was very informative. He also informed the Board that staff will be meeting with Shentel Glo-Fiber soon to discuss their beginning work in the Township next year. No further questions.
- F. ENGINEER: Engineer Niederoest 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. Herrold informed the Board and residents that staff have been working on a draft ordinance for noise. He will have the finalized draft for review at next month's meeting. No further questions.
- I. PUBLIC WORKS DIRECTOR: Director Shaw's report was reviewed. No further questions.

STORMWATER MANAGEMENT/MS4

Zoning Officer Sampere noted that the Township’s MS4 Storm Water Inspector is available Monday through 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 | 34242-34365 | \$ 566,220.46 |
| Liquid Fuels | 1367-1391 | \$ 32,887.36 |
| Sewer Fund | 5828-5851 | \$ 375,669.39 |
| Payroll #18 Pay Ending 08/26/23 | Paytime Vouchers | \$ 120,700.18 |
| Payroll #19 Pay Ending 09/09/23 | Paytime Vouchers | \$ 124,171.16 |
| Payroll #20 Pay Ending 09/23/23 | Paytime Vouchers | \$ 123,846.35 |

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

ADJOURNMENT:

Motion to adjourn the regular meeting at 7:34 p.m.

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