

PUBLIC BOARD MEETING MINUTES

September 25, 2025

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

ATTENDANCE:

Supervisors Present:

Steven Harlacher - Chairman
Ron Ruman – Vice Chairman
George Margetas – Supervisor

Staff Present:

Kelsey Paul – Parks & Recreation Director
Keith Whittaker – Finance Director
Clif Laughman – Fire Lieutenant
John Snyder – Police Chief
Kelly Kelch – Township Manager
Rainer Niederoest – Township Engineer
Erica Luongo – Sewer/Stormwater Engineer
Rachelle Sampere – Zoning & Codes Officer
Eric Holey – Solicitor
Laura Mummert – Stenographer
Rich Shaw – Public Works Director

CALL TO ORDER:

- A. The Pledge of Allegiance was recited.
- B. Chairman Harlacher called for a moment of silence for the tragic events that occurred on September 17th.
- C. Chairman Harlacher announced an executive session took place prior to the meeting to discuss personnel matters.

PUBLIC COMMENT:

- A. Ms. Joli Randall, 1900 Thelon Drive, expressed her concern to the Board over the recent allowing of archery hunting in the Derry Conservation Area. She asked a few questions to the Board, some of which regarded the timeline in which hunting was allowed there, the dimensions of the hunting area, and how do people know when archery hunting is in season if you are not a hunter. Chairman Harlacher thanked Ms. Randall for coming forward to express her concerns. He also thanked those that had reached out to the Township with their concerns through email and phone conversation. Chairman Harlacher informed Ms. Randall and all those listening that

archery hunting has been allowed in the Derry Conservation area for a long time. Most likely going back to before residential developments existed in this area. Chairman Harlacher explained due to some issues in the conservation area, the Parks and Recreation Director felt it would be beneficial to issue permits to those interested in hunting. This was to keep better track of who was using the area and to limit the amount of hunters in the area. Director Paul met with the Game Commission to look at the Derry area and he deemed it safe for archery hunting. Chairman Harlacher concluded, that after consideration by the Board and staff, that the Township would not allow hunting of any kind in the Derry Conservation Area. The Board does not feel it is safe. "No Hunting" signs will be placed in this area before hunting season begins, as well as the individuals receiving permits to hunt will be made aware of this change. The Board announced that this information would be posted on the Township website. There were no further questions or comments.

APPROVAL OF MINUTES:

- A. The minutes of the August 28, 2025, Public Meeting were provided for approval. Motion to approve the Public Meeting Minutes of August 28, 2025, as presented.

MOTION: G. Margetas

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION:

- A. Ms. Katie Kline gave a brief presentation to the Board, staff, and audience regarding the many services, opportunities, and upcoming events from Explore York. The Board asked a few questions and thanked Ms. Kline for the presentation and information.

OLD BUSINESS:

- A. T-900 PRELIMINARY/FINAL LAND DEVELOPMENT PLAN FOR 1763 COLONY ROAD COMMERCIAL: Landworks Civil Design was in attendance to answer any questions. Manager Kelch asked what the intended use was. The proposed use is storage with an office space in front. Manager Kelch asked if they had any issues with meeting the requested waivers and requests. There was no issue. Motion to approve a preliminary/final land development plan depicting a proposed 96,768 sq. ft. flex-space building and related improvements on a vacant 6.75-acre tract of land located at 1763 Colony Road (Tax Map: JH; Parcel: 0056T) in the Light Industrial Zone.

Zoning Ordinance (ZO):

1.	<u>§150-278.A Screening. An earthen berm two to four feet in height planted with a combination of evergreen and deciduous trees and shrubs, so as to provide a minimum opacity of 60% in winter and 80% in summer (between ground level and six feet above the finished ground level) within two years of installation shall be provided. If the use of existing trees for screening at the west edge of the property where the adjacent zone is residential, ensure that the opacity requirements are met. Comment acknowledged. The plans note the use of Picea Abies and Picea Glauca with existing vegetation. While §150-278.C permits the use of evergreen shrubs and/or trees that are arranged in two staggered rows within a twenty-foot strip, it should be noted that this will require approved by the Board of Supervisors.</u>
----	--

- **Stormwater Management Ordinance (SWM):**

1.	<u>§113-18.E.11 Plan requirements...A notarized signature of the owner of the parcel for which the SWM site plan is proposed indicating that they are aware of and will be responsible for operation and maintenance of the facilities. Provide the notarized signature of the owner indicating they are aware of and will be responsible for operation and maintenance of the stormwater management facilities on the plan. (Dawood Review Memo #1) Provide the notarized signature of the owner indicating they are aware of and will be responsible for operation and maintenance of the stormwater management facilities on the plan. Comment acknowledged.</u>
2.	<u>§113-25 As-built plans; completion certificate; final inspection.</u>
3.	<u>§113-27 Operation and maintenance agreement. Acknowledged. Will be provided prior to recording.</u>

- **Subdivision and Land Development Ordinance (SLDO):**

1.	<u>§121-14.D.14 & §121-15.D A statement on the plan indicating any proposed waivers. This statement must be revised, prior to recordation of the plan, to acknowledge the outcome of the requested waiver(s). (Dawood Review Memo #1) Acknowledged.</u>
2.	<u>§121-14.E.2 & §121-15.F.3 A sewer facilities plan revision module for land development in accordance with the Pennsylvania Sewerage</u>

	<u>Facilities Act 537 of 1966, as amended.</u> Please submit a sewer planning module or exemption mailer for the Township Engineer to review. Please provide West Manchester Township with a copy of PA DEP's approval letter prior to recording the plan. (YCPC Review Memo #1) <u>Acknowledged.</u>
3.	<u>§121-14.G.2 & §121-15.F Certifications and Notifications. A statement by the individual responsible for the data to the effect the survey, plan and/or other general data are correct (See Appendix No. 1) This statement must be placed on both plans and reports. Sign and seal the plans and reports. (Dawood Review Memo #1) Acknowledged. A statement has been added to the plans. Sign and seal the plans and reports and submit them to the Township.</u>
4.	<u>§121-15.F.8 Verification must be provided indicating that the plan for erosion and sediment control was approved by the York County Conservation District. (YCPC Review Memo #1) Acknowledged. WMT has received the Completeness letter from YCCD. They will now move into their Technical Review.</u>
5.	<u>§121-15.F.9 Improvement guaranties in accordance with Article V. Please submit an estimated cost of public improvements for review. [9/9/2025] An updated TIS has been provided. Comments on the Financial Security Estimate have been provided in a separate letter.</u> <u>Dawood Engineer's review memo dated September 9, 2025, stated the following:</u> • <u>Under the site work, the ADA ramps should be 4 instead of 2</u> • <u>Under the site work, the landscaping – Tree (buffer) quantity is listed as 25 on the cost estimate while Sheet C-700 lists the quantity as 67</u> • <u>The unit price for fencing should be closer to \$33/lf</u> • <u>The unit price for a headwall/endwall for a 24" pipe should be closer to \$5,000 The unit price for 24" RCP should be closer to \$213.00</u> • <u>The items that should be included in the cost estimate that are not included:</u> ○ <u>Crosswalk line painting</u> ○ <u>Sidewalk</u> ○ <u>Curbs</u> ○ <u>Paving</u> ○ <u>ADA parking space</u> • <u>Please revise the Construction Cost Estimate and resubmit it to the Township for review. The Board of Supervisors must authorize the cost estimate prior to the plan being recorded.</u>
6.	<u>§121-17 Financial Security. Final plan applications that include public improvements that have not been installed shall include financial security... The amount of financial security shall be equal to</u>

	<u>110% of the cost of completion estimated as of 90 days following the date scheduled for completion by the developer. The applicant has submitted a financial security estimate for the public improvements associated with this land development plan to be reviewed by Dawood Engineers. Financial security must be provided prior to the plan being released for recording. West Manchester Township prefers that any letter of credit issued to the Township be automatically extending. Acknowledged.</u>
7.	<u>§121-17.D ...Upon approval by the Board of Supervisors of a final plan, the applicant, in addition to all bonds or other security required, shall deliver to the Township a check payable to the Township 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, inspection upon completion, administrative costs and other related costs. 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. Engineering escrow will be required to be posted with the Township prior to the plan being released for recording. Acknowledged.</u>
8.	<u>§121-19 Maintenance Guaranty. The Board of Supervisors shall require the applicant to submit a maintenance guaranty or other approved guaranty as specified herein guaranteeing the structural integrity as well as function of any improvement shown on the final plan for a term not to exceed 18 months from the date of acceptance of dedication by the Board of Supervisors. Said guaranty shall not exceed 15% of the actual cost of installation of said improvements and be of the same type of financial security as required in this article. Acknowledged.</u>
9.	<u>§121-21 As-built plan. Prior to issuance of occupancy permits, submit 2 copies of the as-built plans to the Township Zoning Department. One (1) copy of the plan will be distributed to the Township Engineer. Acknowledged.</u>

Adjustments to the Plans:

Dawood believes several recommendations for improving the plans are warranted. Some of these will correct errors or internal inconsistencies. The rest are consistent with §121-22 which states: “the standards and requirements contained in this article shall apply as minimum design standards for subdivisions and/or land developments. Whenever other Township ordinances or regulations impose more restrictive standards and requirements than those contained herein, the more restrictive shall apply.”

<u>1.</u>	<u>On the sewer planning module, the following updates should be made:</u> a. <u>The interceptor name under line 6a should be the “Willis Run Interceptor” and not PA American Water Company.</u> b. <u>For the plot plan, the profile will need to be included in the plot plan. Sheets C-400 and sheet C-600 are the two sheets that are recommended to be included in the sewer planning module.</u>
<u>2.</u>	<u>As previously commented, the existing through volumes identified adjacent to the proposed site access do not appear to match the ATR counts of the TMC volumes. The volume in front of the stie may be derived from the ATR data, but the AM and PM peak hour must be identified. The response to comments indicates details were provided in Appendix B, but the existing through volumes at the stie access appear to remain inconsistent.</u> <u>Please note it is anticipated this comment could be resolved through email communication if the site access continues to operate efficiently with confirmed through volumes. Therefore, a conditional approval of the TIS is recommended.</u>
<u>3.</u>	<u>The storm system conveyance design attachment included in the stormwater report does not appear to be updated with the most recent set of drawings. For example, the stormwater pipes sizes in the storm system conveyance design do not match the set of drawings. Additionally, inlets OS-2B to OS-2G and inlets storm system conveyance design are included buy are no longer a part of the new submission.</u>

General Comments:

<u>1.</u>	<u>Any proposed retaining walls must be constructed as part of a building permit. The Township’s third-party building code plan review and inspection agency, Code Administrators, Inc. will review retaining wall construction plans. Please submit the building permit application for review and retaining wall construction plans (signed/sealed by a Pennsylvania registered design professional) after the land development plan has been approved and recorded. Acknowledged.</u>
<u>2.</u>	<u>An Operation and Maintenance agreement is required prior to recording the plan. All signatures must be notarized. Acknowledged.</u>
<u>3.</u>	<u>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) Acknowledged.</u>

4.	<u>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) Acknowledged.</u>
5.	<u>All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.) Acknowledged.</u>
6.	<u>All final plans, as recorded, shall be submitted in electronic format (i.e. PDF) Acknowledged.</u>
7.	<u>Provide written approval that the plan for erosion and sediment control (NPDES permit) has been approved by the York County Conservation District. Acknowledged.</u>

On September 25, 2025, the West Manchester Township Board of Supervisors voted to grant the following requested waivers:

<u>W1.</u>	<u>Preliminary Plan. (§121-9) Which requires the submission of a preliminary plan application and approval prior to the submission of a final plan application. Dawood has no objection to this waiver request.</u>
<u>W2.</u>	<u>Stormwater Volume Controls. (§113-14) Due to shallow bedrock, infiltration is infeasible. Applicant is proposing the volume to be managed via the MRC Facility. The applicant requests a waiver from the infiltration requirements due to shallow bedrock at the project site. Provided the MRC facilities are designed and configured consistently with state guidelines, they are an acceptable means of managing stormwater and Dawood would have no objection to this waiver request.</u>
<u>W3.</u>	<u>Curb cut exceeding 35 feet. (§42-9.G) Larger Radii are required to allow for the ingress and egress of trucks. Dawood has no objection to this waiver request.</u>

MOTION: R. Ruman
SECOND: G. Margetas
MOTION PASSED UNANIMOUSLY

NEW BUSINESS:

- A. COTTONTAIL SOLAR LAND DEVELOPMENT UPDATE: Mr. Bhoomik Bhatt from the Cottontail Solar Land Development Project was present to discuss current deficiencies that must be brought into compliance with the land development plans for the solar farms. Zoning Officer Sampere informed the Board that two of the locations have been brought into compliance and she requested that final occupancy permits be given. The location on West College Avenue has not been brought into compliance, specifically regarding the recommended vegetation needing replaced. The Board and Manager Kelch expressed their concern and impatience as this issue has been ongoing

for over a year. After some discussion, the Board decided to issue one more 6-month temporary occupancy permit to allow time to come into compliance with the expressed deficiencies. The Board also asked for an update before the end of the year. Mr. Bhatt said he was agreeable in doing these requests.

- B. ORDINANCE 25-04 HANDICAP PARKING REQUEST: Motion to approve Ordinance 25-04, a handicap parking request for the property located at 1871 Hayward Road. This Ordinance has been properly advertised and recommended for approval by the police department.

MOTION: G. Margetas
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

- C. PUBLIC WORKS LABOR CONTRACT: Motion to approve the 2026 to 2030 Public Works Labor contract as presented.

MOTION: S. Harlacher
SECOND: G. Margetas
MOTION PASSED UNANIMOUSLY

- D. POLICE SALE OF EXCESS EQUIPMENT: Motion to approve a request from the police department to sell at auction a decommissioned police vehicle.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

- E. RESOLUTION 25-13 LOCAL SHARE ASSESSMENT GRANT: Motion to approve Resolution 25-13, allowing Kelly Kelch and Steven Harlacher to act as the official designees for the Local Share Assessment grant.

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

- F. APPLICATION FOR PAYMENT #1: Motion to approve request for payment #1 for the 2025 Sewer Pipe Rehabilitation Project in the amount of \$159,597.15.

MOTION: G. Margetas
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

G. PENSION PLAN MMO ACKNOWLEDGEMENT: The Board acknowledged the MMO for the 2026 Pension Plans. This includes the one (1) uniform, and two (2) non-uniform plans.

H. HANDICAP PARKING REQUEST: Motion to approve a request for a handicapped parking designation for the property located at 1018 West Locust Street. The police department has reviewed the request and has recommended for approval. Staff recommends the Board authorize the Township Solicitor prepare and advertise an Ordinance to be considered at the October 2025 meeting.

MOTION: G. Margetas

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

I. APPLICATION FOR PAYMENT #5: Motion to approve a request for payment #5 for the 2024 ADA Ramp Upgrade Project in the amount of \$17,002.50.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

J. ROAD CLOSURE REQUEST: Motion to approve a road closure request from Columbia Gas for road base repair on Manor Road from Carlisle Road (Route 74) to Middle Street, and on Middle Street from Manor Road to Log Cabin Road beginning September 29th until October 3rd, 2025.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

K. TOWNSHIP SPEEDING CONCERNS: Supervisor Ruman advised the Board that he asked Chief Snyder to look into doing a Township wide default speed limit allowing 25 mph speeds in residential neighborhoods, and 35 mph on all other Township roads. Mr. Steven Crow, 1890 Walnut Bottom Road, was also in attendance and addressed the Board with his concerns of speeding in residential neighborhoods. Chief Snyder informed Mr. Crow and the Board that currently, state law does not allow for default speed limits as speed limits are determined by the road's location and characteristics.

L. ZONING ORDINANCE UPDATE REPRESENTATIVE: Discussion by the Board on choosing a representative to be a part of the steering committee for the Zoning Ordinance Update. Vice Chairman Ruman expressed interest in serving on the steering committee. A motion was made to approve Ron Ruman as the representative

from the Board for the steering committee for the Zoning Ordinance Update, and Steve Harlacher will be the alternate.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY

- M. RESTORATION COMPANIES SOLICITATION ISSUE: Chief Laughman discussed an update regarding restoration companies soliciting to Township residents during/after structure fires. Chief Laughman informed the Board that House Bill 234 states that companies cannot solicit to residents during/after a structure fire. Chief Laughman said he will be strictly enforcing this, and utilize Township police if necessary.
- N. BALLISTIC VESTS FOR FIRE DEPARTMENT: Chief Laughman requested to the Board to use unbudgeted funds to purchase four (4) ballistic vests for the fire department. Due to recent events along with past events in the county and across the United States, Chief Laughman wants to ensure firefighters and officers are properly protected. At this time, no more than \$4000.00 would be needed to purchase the four (4) vests. Chief Laughman will be looking into grant opportunities to purchase more in 2026. A motion was made to approve the purchase of four (4) ballistic vests for the fire department not to exceed \$4,000.00.

MOTION: R. Ruman

SECOND: S. Harlacher

MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

- A. RECREATION DIRECTOR: Director Paul's report was reviewed. Director Paul announced that Truck Touch will occur on October 4th. Supervisor Ruman thanked Director Paul for providing some new programs for Township residents to take part in. No further questions.
- B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Director Whittaker announced that the budget was coming along and everything was on schedule. He also announced that the ARPA grant was officially closed for the Township. No further questions.
- C. FIRE CHIEF: Chief Laughman's report was reviewed. No further questions.
- D. POLICE CHIEF: Chief Snyder's report was reviewed. Chief Snyder thanked the Board and Manager Kelch for their allowing the department to give extra coverage to the areas the Northern Regional team covers during their difficult time. Chief Snyder also reflected on the events that occurred on September 17th. No further questions.

- E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Manager Kelch echoed the comments from Chief Snyder regarding the tragic events on September 17th. Manager Kelch recognized the residents for their politeness and easy disposition while handling the hunting concerns. Kelch discussed the possible need for a fire tax in 2026 to offset the additional cost for paid fire personnel. He explained that staff is looking at several ways to offset the costs associated with this change. Lastly, Manager Kelch informed the Board and residents that the timing for traffic lights will be changing on the Route 30 corridor. PennDot is removing the rhythm timing that was in effect and going back to a normal timing method. No further questions.
- F. TOWNSHIP ENGINEER: Engineer Niederoest report was reviewed. No further questions.
- G. SEWER/STORMWATER ENGINEER: Engineer Cummings was absent. Engineer Luongo was present. There were no questions.
- H. ZONING OFFICER: Officer Sampere's report was reviewed. Officer Sampere announced that the 2025 MS4 report was successfully submitted to the state before the deadline of September 30th. No further questions.
- I. SOLICITOR: Solicitor Herrold's report was reviewed. Solicitor Herrold was absent. Solicitor Holey was present. There were no questions.
- J. PUBLIC WORKS DIRECTOR: Director Shaw's report was reviewed. Director Shaw announced leaf collection would begin on October 20th and end on December 10th this year. He also informed the Board that the road lines will soon be painted on Sunset Lane. 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	37498-37622	\$ 1,638,939.86
Liquid Fuels	1720-1730	\$ 16,153.04
Sewer Fund	6663-6693	\$ 801,075.42
Payroll #19 Pay Ending 09/12/25	Paytime Vouchers	\$ 151,693.44
Payroll #20 Pay Ending 09/20/25	Paytime Vouchers	\$ 154,265.40

MOTION: G. Margetas

SECOND: R. Ruman

MOTION PASSED UNANIMOUSLY

ADJOURNMENT:

Motion to adjourn the meeting at 8:26 p.m.

MOTION: S. Harlacher

SECOND: G. Margetas

MOTION PASSED UNANIMOUSLY