

WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS  
YEAR 2014 RE-ORGANIZATION MEETING  
MONDAY, JANUARY 6, 2014  
6:00 P.M.

Newly elected Supervisors Jeremy Ault and Brian Blettner took their Oath of Office.

The 2014 Re-Organizational Meeting of the West Manheim Township Board of Supervisors was held on the above date and time at the Municipal Building at 2412 Baltimore Pike.

ELECTION OF TEMPORARY CHAIRMAN

Supervisor Ault made a motion to nominate Supervisor Staaf as temporary Chairman of the Board, seconded by Supervisor Woerner, and carried, the Board of Supervisors nominated Supervisor Staaf as temporary chairman.

The Meeting was called to Order by Temporary Chairman Staaf, followed by the Pledge to the Flag and the Invocation.

ROLL CALL: Present were Supervisors Hartlaub, Woerner, Staaf, Blettner and Ault. Also present were Solicitor Linus Fenicle, Mike Knouse of C. S. Davidson, Inc. and Manager Kevin Null.

APPROVAL OF THE AGENDA

The Agenda was approved, in a motion by Supervisor Hartlaub and seconded by Supervisor Woerner, and carried.

NOMINATE AND ELECT

A. Chairman of the Board

Supervisor Staaf made a motion to nominate Supervisor Hartlaub as Chairman of the Board, and it was seconded by Supervisor Blettner. In a unanimous roll call vote of members present, the Board nominated Supervisor Hartlaub as Chairman of the Board, the motion passed.

B. Vice-Chairman of the Board

Supervisor Woerner nominated himself as Vice-Chairman of the Board, and it was seconded by Supervisor Ault.

Supervisor Hartlaub made a motion to nominate Supervisor Staaf as Vice-Chairman of the Board, and it was seconded by Supervisor Staaf.

In a 3-2 roll call vote of the members present, the Board Supervisors nominated Supervisor Woerner as Vice-Chairman of the Board, the motion passed.

2014 RE-ORGANIZATION APPOINTMENTS

C. Township Manager

Supervisor Woerner made a motion, seconded by Supervisor Staaf to appoint Kevin Null as Township Manager.  
*The motion carried.*

D. Secretary/Assistant Secretary

Supervisor Staaf made a motion, seconded by Supervisor Blettner to appoint Laura Gately as Township Secretary. ***The motion passed.***

Supervisor Woerner made a motion, seconded by Supervisor Staaf to appoint Miriam Clapper as Assistant Secretary. ***The motion carried.***

E. Treasurer/Assistant Treasurer

Supervisor Woerner made a motion, seconded by Supervisor Staaf to appoint Bev Frey as Treasurer and Nancy Smith as Assistant Treasurer. ***The motion carried.***

F. Chief of Police

Supervisor Staaf made a motion, seconded by Supervisor Woerner to appoint Tim Hippensteel as Chief of Police. ***The motion carried.***

G. Roadmaster

Supervisor Ault made a motion, seconded by Supervisor Staaf to appoint Jeff Rummel as Roadmaster. ***The motion carried.***

H. Zoning Officer

Supervisor Staaf made a motion, seconded by Supervisor Ault to appoint Kevin Null as Zoning Officer. ***The motion carried.***

I. Code Enforcement Officer

Supervisor Woerner made a motion, seconded by Supervisor Staaf to appoint Heather Bair as Code Enforcement Officer. ***The motion carried.***

J. Vacancy Board Chairman

Supervisor Woerner made a motion, seconded by Supervisor Staaf to appoint Cindy Lee as Vacancy Board Chairman. ***The motion carried.***

K. Chief Administrative Officer of Pension Plan

Supervisor Staaf made a motion, seconded by Supervisor Ault to appoint Harold Hartlaub as Chief Administrative Officer of Pension Plan. ***The motion carried.***

L. Supervisors as Township employees and equipment operators

Supervisor Woerner made a motion, seconded by Supervisor Staaf to appoint Supervisors as Township employees and equipment operators. ***The motion carried.***

• **RE-APPOINT AND ACCEPTANCE OF INDIVIDUAL FEE SCHEDULES FOR 2014**

M. Solicitor - Reager & Adler, PC

Supervisor Staaf made a motion, seconded by Supervisor Ault to reappoint Reager & Adler PC as Solicitor. ***The motion carried.***

N. Engineer - C.S. Davidson

Supervisor Staaf made a motion, seconded by Supervisor Woerner to reappoint C.S. Davidson as Engineer. ***The motion carried.***

O. Auditors - Stambaugh – Ness

Supervisor Staaf made a motion, seconded by Supervisor Ault to reappoint Stambaugh Ness as Auditors. ***The motion carried.***

P. Zoning Hearing Board Solicitor - Joseph Kalasnik, PC

Supervisor Woerner made a motion, seconded by Supervisor Staaf to reappoint Joseph Kalasnik PC as Zoning Hearing Board Solicitor. ***The motion carried.***

Q. Sewage Enforcement Officer - Group Hanover

Supervisor Woerner made a motion, seconded by Supervisor Staaf to reappoint Group Hanover as the Sewage Enforcement Officer. ***The motion carried.***

R. Alternate Sewage Enforcement Officer – Patrick Buhl

Supervisor Woerner made a motion, seconded by Supervisor Staaf to reappoint Patrick Buhl as Alternate Sewage Enforcement Officer. ***The motion carried.***

S. Building Inspections - Middle Department Inspection Agency

Supervisor Ault made a motion, seconded by Supervisor Woerner to reappoint Middle Department Inspection Agency for Building Inspections. ***The motion carried.***

• **2014 ADMINISTRATIVE MOTION ITEMS**

T. Authorizing the following depository institutions to handle all Township accounts:

- Susquehanna Bank, People's Bank, ACNB and Members 1<sup>st</sup> Credit Union

Supervisor Ault made a motion, seconded by Supervisor Staaf to authorize the following depository institutions; Susquehanna Bank, People's Bank, ACNB and Members 1<sup>st</sup> Credit Union, to handle all Township Accounts. ***The motion carried.***

U. Adopt the Wage Tax Collection Fee

Supervisor Woerner made a motion, seconded by Supervisor Staaf to adopt the Wage Tax Collection Fee. ***The motion carried.***

V. Renew all existing Ordinances and Resolutions

Supervisor Staaf made a motion, seconded by Supervisor Woerner to renew all existing Ordinances and Resolutions. ***The motion carried.***

W. Establish the dates and time for Board of Supervisors Meetings

- Regular Meeting first Thursday of the month at 7:00 P.M.  
Caucus at 6:00 PM;
- Work Session the 3<sup>rd</sup> Tuesday of the month at 7:00 P.M.  
Caucus at 6:00 P.M.

Supervisor Woerner made a motion, seconded by Supervisor Ault to establish the dates and times for the Board of Supervisors meetings. ***The motion carried.***

X. Establish the mileage reimbursement rate at the prevailing IRS rate

Supervisor Woerner made a motion, seconded by Supervisor Ault to establish the mileage reimbursement rate at the prevailing IRS rate. *The motion carried.*

Y. Establish the Treasurer and Secretary's bonds at \$1.5 million dollars

Supervisor Woerner made a motion, seconded by Supervisor Staaf to establish the Treasurer and Secretary's bonds at \$1.5 million dollars. *The motion carried.*

Z. Resolution #2014-01 - Adopt the Fee Schedule for Services and Permits and Sewer Rates

Resolution # 2014-01 was adopted in a motion by Supervisor Woerner, seconded by Supervisor Staaf, and by a unanimous roll call vote, the Board adopted Resolution # 2014-01 which contains the fee schedule for services and permits for 2014.

The Re-Organization meeting was adjourned at 6:20 p.m. in a motion by Supervisor Staaf, seconded by Supervisor Ault. *The motion carried.*

**REGULAR MEETING AGENDA**

APPROVAL OF MINUTES: The Minutes of the Worksession Meeting of Thursday, December 17, 2013 were approved, as submitted, in a motion by Supervisor Woerner, seconded by Supervisor Staaf, and carried.

APPROVAL OF DISBURSEMENTS: The Disbursements from all Funds, were approved as listed in a motion by Supervisor Staaf, seconded by Supervisor Woerner, and carried.

CORRESPONDENCE: There were no correspondences received.

RECREATION BOARD REPORT: Christine Gienski, Chair, West Manheim Twp Park and Recreation Board was absent.

SOLICITOR'S REPORT: Solicitor Fenicle said he had nothing new to report to the Board. He thanked the Board for the reappointment of Reager & Adler, PC as Township Solicitor for 2014.

ENGINEER'S REPORT: Mike Knouse presented a written report of C. S. Davidson, Inc. dated January 6, 2014. Written copies were distributed to Supervisors and Staaf (copy in Township files). He thanked the Board for the reappointment of C.S. Davidson as Township Engineer for 2014.

**ACTION ITEMS:**

A. High Pointe at Rojen Farms - Phase 2A

1. Public improvement security reduction - \$124,752.10

In a motion by Supervisor Woerner, seconded by Supervisor Staaf, and carried, the Board of Supervisors approved the public improvement security reduction in the amount of \$124,752.10.

B. ARLE - Shiloh Paving & Excavating, Inc.

Application for Payment No.4 - \$17,112.56

In a motion by Supervisor Staaf, seconded by Supervisor Woerner and carried, the Board authorized the Application for Payment No. 4 - in the amount of \$17,112.56 to Shiloh Paving & Excavating, Inc.

**DEPARTMENT REPORTS, MONTHLY ACTIVITY REPORTS - NOVEMBER, 2013**

A. Chief of Police, Monthly Activity Report

- B. Treasurer's Report
- C. Code Enforcement Officer Report
- D. Public Works Report
- E. Pleasant Hill Volunteer Fire Company/EMS Report
- F. SEO Report
- G. Utilities Supervisor's Report

In a motion by Supervisor Staaf, and seconded by Supervisor Ault, and carried the Board approved the Department Reports.

#### H. EMA Report

In a motion by Supervisor Woerner, and seconded by Supervisor Staaf, and carried the Board approved the EMA Report.

MANAGER'S REPORT: Kevin Null, Township Manager reviewed the Manager's report as submitted to the Board.

In a motion by Supervisor Woerner, seconded by Supervisor Ault, and carried the Managers Report for November, 2013 was accepted, as distributed.

OLD BUSINESS: There was no Old Business to discuss.

#### NEW BUSINESS:

##### A. Appointment to Rec Park Board

- **(5-Year Term Expires 2018)**
  - 1. Christine Gienski, Chairman
  - 2. Dave Kuhn, Vice Chairman

In a motion by Supervisor Staaf, seconded by Supervisor Blettner, and carried, the Board appointed Christine Gienski, as Chairman and Dave Kuhn as Vice-Chairman to a 5-year term to expire on December 31, 2018, as a member of the Parks and Recreation Board.

- **(2-Year Term Expires 2016)**
  - 1. Brenda Grubb

In a motion by Staaf, seconded by Supervisor Blettner, and carried, the Board appointed Brenda Grubb to a 2-year term to expire on December 31, 2016 as a member of the Parks and Recreation Board.

##### B. Appointment to Zoning Hearing Board (3-Year Term: 1-Member/1-Alternate Member Expires 2016)

- 1. Mike Hawkins, Member
- 2. Ron Wentz, Alternate Member

In a motion by Supervisor Woerner, seconded by Supervisor Staaf, and a unanimous roll call vote, the Board adopted Resolution #2014-02, which appointed Mike Hawkins as a member of the Zoning Hearing Board to a 3-year term to expire on December 31, 2016, and Ron Wentz as an alternate member of the Zoning hearing Board to a 3-year term to expire on December 31, 2016.

##### C. Appointments to the Auditor Board - (1) open position to fill an unexpired term (2015) of an Elected Auditor that resigned

- 1. Tammy Bankert

In a motion by Supervisor Staaf, seconded by Supervisor Blettner, and carried, the Board appointed Tammy Bankert as a member to fill an unexpired term of the Auditor Board with a term to expire on December 31, 2015.

**D. James Horak & Donald Yorlets Partnership – Fairview Drive - 13 - Lot Preliminary Plan**

Jack Powell, Engineer was representing the plan on behalf of the owners. He reviewed the waiver requests.

**1. Waiver Requests:**

**a. Waiver Request: Section 512 Sidewalks, A. & Section 513. Curbing, A.**

Jack Powell, Engineer said since widening improvements have recently been made to Fairview Dr., we request the placement of the following note on the Plan in accordance with "If the Supervisors feel that sidewalks, and/or curbing in accordance with Section 513, are not required at this time then the following language shall be provided on the final plans:"

"Concrete curbs, sidewalks, and street widening shall be installed in accordance with the West Manheim Township Construction and Materials Specifications by the owner, heirs, or assigns, within six months after receipt of written notice from West Manheim Township."

In a motion by Supervisor Woerner, seconded by Supervisor Blettner, and by a 3-2 vote, with Supervisors Ault and Staaf opposed, the Board denied the waiver request in concurrence with the Planning Commission's recommendation that they would like to see the sidewalks and curbing improvements installed. ***The motion carried.***

**b. Waiver Request: Section 524. Lighting Requirements and Design Standards, C.1.a.**

Jack Powell, Engineer said instead of full compliance with "A community lighting system shall be installed in proposed land developments Light posts shall be located along one side of the street and at all intersections in the development, and shall be utilized to upgrade any existing intersections.", we propose the installation of community street lights at the intersections of Winona Dr. with Winifred Dr. and Fairview Dr. The remainder of the street lighting would be accomplished via individual house yard lamp posts.

He said the proposed yard lamp posts would be in accordance with those required in the Rural Growth Area. The use of such posts would also make the proposed development lots consistent with the approved High Pointe subdivision which it will be a part of.

In a motion by Supervisor Staaf, seconded by Supervisor Ault, the Board granted the waiver request. ***The motion carried.***

**SUBDIVISION PLANS:**

**A. EXTENSION REQUESTS PER DEVELOPER LETTERS:**

1. Joshua Hill Farm, 124 - lot Preliminary;  
The Warner Farm, 15-lot Preliminary;  
Preserve at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary
2. Orchard Estates-Gobrecht, 58 - lot Preliminary
3. Homestead Acres, J.A. Myers, 134 - lot Preliminary  
Homestead Acres, 366 - lot Preliminary
4. Benrus Stambaugh et al, Land Development Plan
5. James Horak & Donald Yorlets Partnership, 13 Lot Preliminary Subdivision Plan
6. Ron & Sheila Carter – Maryland View Farms – Glenville Rd - Lot #4-2-Lot Add-On

In a motion by Supervisor Staaf, seconded by Supervisor Ault, the Board granted the 90 day extension requests for the following plans: (1) Joshua Hill Farm, 124 - lot Preliminary; The Warner Farm, 15-lot Preliminary; Preserve at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, (2) Orchard Estates-Gobrecht, 58 - lot Preliminary, (3) Homestead Acres, J.A. Myers, 134 - lot Preliminary, Homestead Acres, 366 - lot Preliminary, (4) Benrus Stambaugh et al, Land Development Plan, (5) James Horak & Donald Yorlets Partnership, 13 Lot Preliminary Subdivision Plan, (6) Ron & Sheila Carter – Maryland View Farms – Glenville Rd - Lot #4-2-Lot Add-On. ***The motion carried.***

**B. ALL TO BE TABLED:**

Joshua Hill Farm, 124 - lot Preliminary, The Warner Farm, 15-lot Preliminary, Orchard Estates-Gobrecht, 58 - lot Preliminary, Preserve at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, Wyndsong Pointe - Phase II, 15 - lot Final, Fuhrman Mill Heights, 1- lot, 34-units-Final Plan, Fox Run Village, 25 - lot Final, Steeple Chase, 12-lot Final, Community Banks, Land Development Plan, 1- lot, Homestead Acres, J.A. Myers, 134 - lot Preliminary, Benrus Stambaugh et al, Land Development Plan, Homestead Acres, 366 - lot Preliminary, James Horak & Donald Yorlets Partnership, 7 - Lot Preliminary Subdivision Plan, Ron & Sheila Carter – Maryland View Farms – Glenville Rd - Lot #4 -2-Lot Add-On

In a motion by Supervisor Woerner and seconded by Supervisor Staaf, the Board tabled all the following plans: Joshua Hill Farm, 124 - lot Preliminary, The Warner Farm, 15-lot Preliminary, Orchard Estates-Gobrecht, 58 - lot Preliminary, Preserve at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, Wyndsong Pointe - Phase II, 15 - lot Final, Fuhrman Mill Heights, 1- lot, 34-units-Final Plan, Fox Run Village, 25 - lot Final, Steeple Chase, 12-lot Final, Community Banks, Land Development Plan, 1- lot, Homestead Acres, J.A. Myers, 134 - lot Preliminary, Benrus Stambaugh et al, Land Development Plan, Homestead Acres, 366 - lot Preliminary, James Horak & Donald Yorlets Partnership, 7 - Lot Preliminary Subdivision Plan, Ron & Sheila Carter – Maryland View Farms – Glenville Rd - Lot #4 -2-Lot Add-On. ***The motion carried.***

SUPERVISORS AND/OR PUBLIC COMMENTS: There were no comments.

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Tuesday, January 21, 2014 at 7:00 p.m. with Supervisors Caucus at 6:00 P.M.; Board of Supervisors Meeting Thursday, February 6, 2014 at 7:00 P.M. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: The Meeting was adjourned at 6:50 p.m. in a motion by Supervisor Ault, seconded by Supervisor Woerner and carried.

Respectfully submitted,

Laura Gately  
Secretary