

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Thursday, November 7, 2013
7:00 p.m.

The Regular 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.

The Meeting was called to Order by Chairman Hartlaub at 7:00 p.m., followed by the Pledge to the Flag and Invocation.

ROLL CALL: Present were Supervisors Hartlaub, Staaf, Woerner and Gobrecht. Supervisor Parr was absent. Also present were Solicitor Linus Fenicle, Mike Knouse from C. S. Davidson, Inc. and Manager Kevin Null.

VISITORS: Visitors register attached.

APPROVAL OF AGENDA: The Agenda was approved in a motion by Supervisor Staaf and seconded by Supervisor Gobrecht.

APPROVAL OF MINUTES: The Minutes of the Work Session of October 15, 2013 were approved as submitted, in a motion by Supervisor Gobrecht, seconded by Supervisor Woerner and carried.

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

CORRESPONDENCE: There were no correspondences received.

Supervisor Hartlaub congratulated Jeremy Ault and Brian Blettner who were recently elected as new Township Supervisors Elect.

RECREATION BOARD REPORT:

Christine Gienski, Chair, West Manheim Twp Park and Recreation Board reviewed the Rec. Board report as submitted to the Board. Copies of the monthly Park and Recreation Board report were distributed to Supervisors and Staff (copy in Township files).

- A. Request to use the West Manheim Township Rec Park: Dee Stremmel and Madison Bortner "Be the Change at South Western High School" - **A Dash with Color 5k Event** on May 17, 2014 - 8:00 am to 12:00 pm

Chris Gienski said that Dee Stremmel from the Diversity Club at South Western High School was present to answer any questions about the proposed run in the park.

In a motion by Supervisor Gobrecht, seconded by Supervisor Woerner, and carried the Board of Supervisors approved the request to hold the Dash with Color 5K Event at the park.

The Park and Recreation Board Report for September, 2013 was approved and accepted, as distributed, in a motion by Supervisor Staaf, seconded by Supervisor Gobrecht and carried.

SOLICITOR'S REPORT: Solicitor Linus Fenicle indicated that he had nothing to report. He said he did receive an interim report on the codification of the Township Ordinance which he will review.

**West Manheim Township Board of Supervisors Meeting
November 7, 2013 (Cont'd)**

ENGINEER'S REPORT: Mike Knouse presented a written report of C. S. Davidson, Inc. dated November 7, 2013. Written copies were distributed to Supervisors and Staff (copy in Township files).

ACTION ITEMS:

Mike Knouse, C.S. Davidson reviewed the following action items from staff report:

A. ARLE - Shiloh Paving & Excavating, Inc.

- Application for Payment No. 2

In a motion by Supervisor Woerner, seconded by Supervisor Staaf and carried, the Board authorized the Application for Payment No. 2 - in the amount of \$215,858.43 to Shiloh Paving & Excavating, Inc.

Mike Knouse, C.S. Davidson said it was brought to his attention that the line striping is difficult to see during rain and at night. He was asked if raised pavement markings could be installed. The contractor needed to still perform the test for reflectivity according to the PennDot guidelines. He said rather than install the markers PennDot will be applying a second application of paint. He said the cost to restripe the lines would be \$2,300.00. He would recommend they use a line contractor to restripe the lines to achieve better reflectivity. He said this cost would come out of the contract dollars. He would ask that the Board concur with applying a second application at the unit prices included in the contract.

In a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried, the Board of Supervisors approved the second application for line striping in the amount of \$2,300.00.

B. 2013 Street Improvements

Contract 2 - Recon Construction Services, Inc.

- Application for Payment No. 3 (Final) - \$13,793.07

In a motion by Supervisor Staaf, seconded by Supervisor Woerner and carried, the Board authorized the payment of Contract No. 2- Application for Payment No. 3 (Final) in the amount of \$13,793.07
Recon Construction Services, Inc.

Contract 4 - Kinsley Construction Inc. – Musselman Road (Grant)

- Application for Payment No. 2 (Final) - \$5,945.02

In a motion by Supervisor Gobrecht, seconded by Supervisor Woerner and carried, the Board authorized the payment of Contract No. 4- Application for Payment No. 2 (Final) in the amount of \$5,945.02
Recon Construction Services, Inc.

RFP for Oil & Chip - Stewart & Tate, Inc.

- Invoice - \$16,820

Mike Knouse, C.S. Davidson said the RFP from Stewart & Tate, Inc., in the awarded amount of \$16,820, was approved on September 4, 2013. Work is substantially complete.

In a motion by Supervisor Woerner, seconded by Supervisor Staaf and carried, the Board authorized the Payment of the invoice for the RFP for Oil & Chip in the awarded amount of \$16,820 to Stewart & Tate, Inc.

**West Manheim Township Board of Supervisors Meeting
November 7, 2013 (Cont'd)**

REPORTS: The Chief of Police Report for September, 2013 was approved, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

The Treasurer's Report for September, 2013 was approved, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

The Code Enforcement Officer's Report for September 2013 was accepted, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

The Public Works Report for September, 2013 was accepted, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

The Pleasant Hill Fire Company and Ambulance Reports for September 2013 were accepted, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

The SEO Report for September, 2013 was approved and accepted, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

The Utilities Supervisor's Report for September, 2013 was accepted, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

The EMA Activity Report for September, 2013 was approved and accepted, as distributed, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

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

Kevin Null, Township Manager reviewed the Managers report. He requested the Board make a motion to establish the West Manheim Township Safety Committee.

In a motion by Supervisor Woerner, seconded by Supervisor Staaf, and carried, the Board of Supervisor authorized the establishment of the West Manheim Township Safety Committee.

The Manager's Report for September, 2013 was approved and accepted, as distributed, in a motion by Supervisor Staaf, seconded by Supervisor Gobrecht and carried.

OLD BUSINESS:

A. Facebook Policy

Kevin Null, Township Manager reviewed the draft Social Media and Facebook Policy for the Board.

Linus Fenicle, Solicitor said he has reviewed the Social Media Policy as presented and has no concerns.

Robyn Fisher, Waterfall Drive said she is not sure why it needs to be posted on the website since it is a standard policy. She is questioning why it needs to be delayed.

Stan Werkheiser 60 Sara Lane suggested to the Board of Supervisor that the draft policy be posted on the Township's website for residents to review and make comments.

**West Manheim Township Board of Supervisors Meeting
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Supervisor Woerner read into the record the draft Social Media Facebook Policy that includes the following:

Facebook Comments Policy

We welcome you and your comments to West Manheim Township's Facebook pages.

The purpose of this site is to present matters of public interest in West Manheim Township, including its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and not a public forum.

We recognize the web is a 24/7 medium, and your comments are welcome at any time. However; given the need to manage our staff resources (your tax dollars), we generally only monitor comments and postings during regular business hours.

Once comments are posted, West Manheim Township **reserves the right to delete submissions** that contain:

1. Vulgar language, obscene or sexually explicit comments.
2. Personal attacks of any kind.
3. Comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation.
4. Spam or links to other sites.
5. Clearly off topic.
6. Advocate illegal activity.
7. Promote particular services, products, or political organizations.
8. Infringe on copyrights or trademarks.
9. Personally identifiable medical information
10. Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

Postings on social media sites do not serve as formal requests for service. Any citizen needing a response from the Township should call or visit the appropriate department.

Please note that the comments expressed on this site do not reflect the opinions and position of the West Manheim Township government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact the Township at info@westmanheimtwp.com.

In a motion by Supervisor Gobrecht, seconded by Supervisor Staaf, and carried the Board of Supervisors approved the Social Media and Facebook Policy as drafted.

NEW BUSINESS:

A. SPCA Contract

Kevin Null, Township Manager said this is a renewal of our annual contract with the SPCA for the animal care and housing agreement. The contract for 2014 is \$3,872.

In a motion by Supervisor Gobrecht, seconded by Supervisor Staaf and carried, the Board approved the contract with the York County SPCA in the amount of \$3,872.00.

**West Manheim Township Board of Supervisors Meeting
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B. Animal Control Contract

Kevin Null, Township Manager said due to the retirement of Terry and Joyce Hemler of Hemler Animal Control the Township received several interested parties for replacement animal control services. He would like to recommend the Board of Supervisors approve the contract for Michellee Lee Klugh of York, Pa. for the replacement Animal Control Officer.

In a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried with a vote of 3-1, Supervisor Staaf being opposed, the Board approved the 2014 Animal Control Contract renewal.

C. High Pointe – Amendment to the Maintenance Agreement

Kevin Null, Township Manager said this request is to amend the maintenance agreement for the High Pointe Development Phase I. They are asking for some consideration to allow the video of the sewer line within the development. The Township has an eighteen month maintenance bond for the road and sewer line, and at the end of the eighteen months the developer will perform another video of the line to assure the line is functioning properly.

In a motion by Supervisor Staaf, seconded by Supervisor Gobrecht, and carried with a vote of 3-1, Supervisor Woerner being opposed, the Board of Supervisors approved the amendment to the Maintenance Agreement.

D. Security Gates

Kevin Null, Township Manager said he and the Chief have reviewed the building security and recommend that sections of the building be secured when after hour functions are scheduled. He said they specifically recommend the installation of “security gates” to limit access through the hallways. The gates would be attached to the wall, and as necessary, the gate would be expanded to secure the hallway. When not in use the gate would be folded up against the wall. He would ask for authorization to purchase three (3) security gates, with the possibility of the purchase of a fourth (4th) gate, at a cost of \$260 each for a total of \$780.

In a motion by Supervisor Staaf, seconded by Supervisor Woerner, and carried, the Board of Supervisor authorized the purchase of three or up to four security gates at a cost of \$260 each.

E. Approval of the 2013 Township Minimum Municipal Obligation Pension Plan

In a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried, the Board approved the MMO’s (Minimum Municipal Obligations) for the township pension plans for 2013; in the amount for the Non-Uniform Plan of \$185,386.00

In a motion by Supervisor Staaf, seconded by Supervisor Woerner and carried, the Board approved the MMO’s (Minimum Municipal Obligations) for the township Uniformed Police Pension Plan for 2013; in the amount of \$127,611.00.

F. Robert & Cheryl Hemler – 130 Sunset Drive – 1 Lot Add-on Final Subdivision Plan

Robert Hemler, the property owner reviewed the following subdivision plan application waiver requests.

**West Manheim Township Board of Supervisors Meeting
November 7, 2013 (Cont'd)**

1. Waiver Request - Article 3, Section 305 A & B to allow plan to be considered as a Final Plan

In a motion by Supervisor Staaf, and seconded by Supervisor Woerner, the Board of Supervisors approved the waiver request. *The motion carried.*

2. Waiver Request - Article 4, Section 402 A.4.F.5 to allow the plan to be exempt from showing on-lot sanitary sewer, wells and other water supply facilities within one thousand (1000) feet of site.

In a motion by Supervisor Staaf, and seconded by Supervisor Woerner, the Board of Supervisors approved the waiver request. *The motion carried.*

3. Waiver Request - Article 5, Section 513 to allow this plan to be exempt from curbing due to the minor nature of this plan and no adjoining properties on either side or across the street have curbing.

In a motion by Supervisor Staaf, and seconded by Supervisor Woerner, the Board of Supervisors approved the waiver request. *The motion carried.*

4. Waiver Request - Article 5 Section 512 to allow this plan to be exempt from sidewalks due to the minor nature of this plan and no adjoining properties on either side or across the street have sidewalks.

In a motion by Supervisor Staaf, and seconded by Supervisor Gobrecht, the Board of Supervisors approved the waiver request. *The motion carried.*

G. 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 Gobrecht and seconded by Supervisor Staaf, and carried, 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.

SUPERVISORS AND/OR PUBLIC COMMENTS:

Supervisor Hartlaub asked if there were any visitors present that wished to address the Board.

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Frank Kadyszewski, Valley View Drive asked for clarification about the Township solicitation requirements regarding political canvassing.

Stanley Werkheiser, 60 Sara Lane asked the Board questions related to a handout that had been circulated during the recent election.

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Tuesday, November 19, 2013 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Thursday, December 5, 2013 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: The Regular Meeting was adjourned at 8:15 p.m. in a motion by Supervisor Staff, seconded by Supervisor Gobrecht and carried.

Respectfully submitted,

Laura Gately
Secretary