

WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS

WORK SESSION

Tuesday, July 15, 2014 - 7:00 p.m.

The Public Work Session was called to Order by Chairman Woerner at 7:00 p.m., followed by the Pledge to the Flag and Invocation.

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

VISITORS: Visitors register attached.

APPROVAL OF AGENDA: The Agenda was approved with the addition of Item 9. E. Discussion Items – Authorization to Advertise for a full-time police officer, 9. F. Resolution No. 2014-08 – Authorization to update the 2014 West Manheim Township Emergency Operations Plan, in a motion by Supervisor Staaf and seconded by Supervisor Ault, and carried.

APPROVAL OF MINUTES: The minutes of the Regular Meeting of Thursday, June 5, 2014, were approved as corrected, in a motion by Supervisor Staaf seconded by Supervisor Ault, and carried.

CORRESPONDENCE:

A. West Manheim Township community Hazard Mitigation Plan

Supervisor Woerner presented a letter from the Federal Emergency Management Agency (FEMA) dated July 9, 2014 indicating that the West Manheim Township's Hazard Mitigation Plan was approved on May 3, 2013 and the township is now eligible to apply for federal disaster assistance until the plan expires on May 3, 2018. (Copy of letter placed in the Township files)

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

DISCUSSION ITEMS:

A. Application to request Emergency Equipment Drivers for the Fire Department

In a motion by Supervisor Staaf, seconded by Supervisor Ault and carried, the Board of Supervisors approved the two application requests for emergency vehicle drivers for Tedrick J. Fryman and Shannon "Doc" Marquez as Emergency Equipment Drivers until they complete all training requirements.

B. Overview of West Manheim Township's Permit Manager Program

Heather Bair, Code Enforcement Officer provided a slide presentation overview of the Permit Manager Program that is used by the Township to manage building and zoning permits, violations and property inspection schedules and reporting. It allows the Codes Office to maintain a list of contractors with insurance and license information, property owners, previous owners and tenants. The program will also manage word documents and digital images, including CAD files that are associated with any permit, violation or property record. She explained that the program also provides the ability to track subdivision plan information related to land development projects.

C. Overview of the Road Tracking Program presented by C.S. Davidson

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Chris Toms, C. S. Davidson, presented software created by C. S. Davidson called PAVE that is a tool which helps their municipal clients track their assets related to roads and sewer. The program was developed to track how the stresses were developing on different roads and see the effectiveness of different treatments. They developed an objective measurement system to rank the roads. It relies on a continuous inventory and checking the conditions as well as adapting the plan to see how to best manage the funds.

The program is available by a free download through the C. S. Davidson website. They wanted a program that was flexible to use as the conditions changed, track and monitor of important information on township roads. The Township staff will be able to track road inventory, road conditions, rehabilitation costs, and planning for a projected but for five years.

D. Resolution #2014-07 – Opt-In / Opt-Out - York County Regional Chesapeake Bay Pollutant Reduction Plan

Kevin Null, Township Manager said the Clean Water Act required the U.S. Environmental Protection Agency (EPA) to set limits on the amount of pollutants, known as Total Maximum Daily Loads (TMDLs), that can enter the Chesapeake Bay. The EPA required Bay states, including Pennsylvania, to develop Watershed Implementation Plans (WIPs) that will lead to the restoration of the Chesapeake Bay and clean local streams by removing an allocated pollutant load.

Pennsylvania has developed a Chesapeake Bay WIP, which sets forth a comprehensive plan for the Commonwealth to achieve the required pollutant reductions mandated by the TMDL, which includes urban stormwater management strategies, as well as draft pollution reduction targets for each county in the Chesapeake Bay Watershed; and

York County is one of the counties located in the Chesapeake Bay Watershed; and municipalities within the York County urbanized area are required to apply for an MS4 permit to reduce pollutants through a stormwater management program, or request a permit waiver; and Municipal Separate Storm Sewer System (MS4) permit holders in York County are required to develop a Chesapeake Bay Pollutant Reduction Plan (CBPRP).

York County has developed a Regional CBPRP whereby participating municipalities (including those with MS4 permits, waivers and non-urbanized municipalities) will identify, fund, implement, and jointly report stormwater “Best Management Practices” projects that will help York County meet the draft pollutant reduction targets

It is the responsibility of the Board to take formal action to either “Opt In” to the Regional CBPRP or “Opt Out” and develop an individual municipal plan.

In a motion by Supervisor Ault, seconded by Supervisor Blettner and by a unanimous roll call vote, the Board adopted Resolution # 2014-07 to **Opt-In** to the York County Regional Chesapeake Bay Pollutant Reduction Plan with an annual financial commitment of \$ 9,540 for a five year period from September, 2014 to September, 2019.

E. Authorization to advertise for a full-time police officer

Kevin Null, Township Manager said an officer recently resigned from the department and he would like to request authorization from the Board of Supervisor to advertise for a full time police officer to replace the officer that recently resigned.

In a motion by Supervisor Blettner, seconded by Supervisor Staaf and carried, the Board of Supervisor authorized the Township Manager to advertise for a full time police officer.

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F. Resolution #2014-08 – Authorization to update the 2014 West Manheim Township Emergency Operations Plan

Mike Hampton, Emergency Management said that the Pennsylvania Emergency Management Services Code mandates that West Manheim Township prepare, maintain and keep current an emergency operations plan for major emergency or disasters within the Township. He said anytime there is an update to the required Emergency Operations Plan it requires a Resolution, Promulgation Letter and a Concurrence Letter that is included in the plan.

In a motion by Supervisor Staaf, seconded by Supervisor Ault and by a unanimous roll call vote, the Board adopted Resolution # 2014-08.

SUPERVISORS AND/OR PUBLIC COMMENTS:

Supervisor Hartlaub said there are places around the township that look like a junk yard and a forest. He thinks it's time that letters were sent out. We have to put something that fights these people, whether it's a fine or if we have to take them to court and make them do it. He said the township has a car that Heather Bair; Code Enforcement Officer could use to ride around the Township. He said this is stuff that is necessary. He said letters are sent out and nothing is done. They have to put some teeth into it and get something done. Kevin Null, Township Manager needs to get with the Solicitor to come up with something and take the burden off of sending out letters. He said we have the Ordinances and we need to bring the properties back into compliance. He would like to start tonight getting things back in order.

Supervisor Ault said he knows the violators are threatened but nothing happens.

Kevin Null, Township Manager said the Ordinance requires notification be sent to the resident and they have a time period to comply, and if they do not comply the Township can file with the District Justice for a court appearance where the maximum penalty is \$600.00.

NEXT SCHEDULED MEETINGS Supervisors Regular Meeting - Thursday, August 7, 2014 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Work Session Meeting – Tuesday, August 19, 2014 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: The Work Session Meeting was adjourned at 8:10 p.m. in a motion by Supervisor Staaf, seconded by Supervisor Ault and carried.

Respectfully submitted,

Laura Gately
Secretary