

WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS
YEAR 2015 RE-ORGANIZATION MEETING
MONDAY, JANUARY 5, 2015
6:00P.M.

The 2015 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. Chairman Woerner called the meeting to order with the Pledge of Allegiance and the Invocation.

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

APPROVAL OF THE AGENDA

Supervisor Ault made a motion to approve the Agenda, seconded by Supervisor Staaf. *The motion carried.*

ELECTION OF TEMPORARY CHAIRMAN

Supervisor Staaf made a motion to nominate Supervisor Woerner as Temporary Chairman, No second was received so motion died.

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

NOMINATE AND ELECT

A. Chairman of the Board

Supervisor Blettner made a motion to nominate Supervisor Hartlaub as Chairman of the Board, seconded by Supervisor Ault.

In a 3-2 roll call vote of members present, the Board nominated Supervisor Hartlaub as Chairman of the Board. *The motion carried.*

B. Vice-Chairman of the Board

Supervisor Blettner made a motion to nominate Supervisor Ault as Vice-Chairman of the Board, seconded by Supervisor Hartlaub.

In a 4 – 0 roll call vote of members present, the Board nominated Supervisor Ault as Vice Chairman of the Board. *The motion carried.* Supervisor Ault abstained from voting.

2015 RE-ORGANIZATION APPOINTMENTS

C. Township Manager

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

D. Secretary

Supervisor Blettner made a motion, seconded by Supervisor Ault to appoint Miriam Clapper as Township

Secretary. *The motion carried.*

E. Treasurer/Assistant Treasurer

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

Supervisor Ault made a motion, seconded by Supervisor Blettner to appoint Nancy Smith as Assistant Treasurer.

The motion carried.

F Chief of Police

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

G. Roadmaster

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

H. Zoning Officer

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

I. Code Enforcement Officer

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

J. Vacancy Board Chairman

Supervisor Ault made a motion, seconded by Supervisor Staaf to appoint Jeff Garvick as Vacancy Board Chairman. *The motion carried.*

K. Chief Administrative Officer of Pension Plan

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

L. Supervisors as Township employees and equipment operators

Supervisor Blettner 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 2015**

M. Solicitor - Reager & Adler, PC

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

N. Engineer - C.S. Davidson

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

O. Auditors - Stambaugh - Ness

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

P. Zoning Hearing Board Solicitor - Joseph Kalasnik, PC

Supervisor Ault 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 Ault 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 Ault 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 1ST Credit Union

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

U. Renew all existing Ordinances and Resolutions

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

V. 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 3rd Tuesday of the month at 7:00 P.M.
Caucus at 6:00 P.M.

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

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

Supervisor Ault made a motion, seconded by Supervisor Staaf to establish the mileage reimbursement rate at the prevailing IRS rate of 57.5 cents. *The motion carried.*

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

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

Y. Resolution #2015-01 - Adopt the Fee Schedule for Services and Permits and Sewer Rates

Supervisors Ault made a motion to adopt Resolution #2015-01, seconded by Supervisor Ault, the Board adopted Resolution #2015-01, which contains the Fee Schedule for services and permits for 2015. *The motion carried*

The Re-Organization meeting adjourned at 6:15 p.m. in a motion by Supervisor Staaf, seconded by Supervisor Ault. *The motion carried.*

REGULAR MEETING AGENDA

APPROVAL OF THE AGENDA: Supervisor Ault made a motion to approve the Agenda, seconded by Supervisor Staaf. The motion carried.

APPROVAL OF MINUTES: Supervisor Staaf made a motion to approve the Work Session Meeting Minutes of Thursday, December 16, 2014, seconded by Supervisor Blettner. The motion carried.

APPROVAL OF DISBURSEMENTS: Supervisor Ault made a motion to approve the Disbursements from all Funds as listed, seconded by Supervisor Blettner. The motion carried.

CORRESPONDENCE: There were no correspondences received.

RECREATION BOARD REPORT: Christine Gienski, West Manheim Twp. Park and Recreation Board Chair, was not present at this meeting. No report given.

SOLICITOR'S REPORT: Solicitor Fenicle reported that he has filed the tax documents to DCED for the tax anticipation note and it is ready to be signed. He has also given the Township Manager a copy of an animal regulation type ordinance on animal noise to review.

Supervisor Staaf made a motion to approve the Solicitor's Report, seconded by Supervisor Blettner. The motion carried.

ENGINEER'S REPORT: Chris Toms reminded the Board that they have a copy of his report. Regarding Christians Drive, with the holidays and holding the meeting a few days earlier than usual, he did not have the Application for Payment. He will bring the Application to the Work Session meeting.

The York Water Company is ready to go on their work and requested a meeting with the Township's contractor. As of today, he is in the process of scheduling the meeting.

The DCNR grant for the Township Park – Chris Toms, Township Engineer reported that he submitted the draft plans to Jeff and they were able to discuss them this evening. They will continue to work together to develop a work plan for this project.

As far as plan reviews, he has completed the review of the Carter plan and there is in-house for

Reservoir Heights Phase 2B on the 20th of January, which he has completed his review.

Supervisor Ault asked how much did the Township receive from the DCNR grant. Kevin Null, Township Manager, explained the Township received \$86,000 and Chris Toms, Township Engineer explained how the grant money was being used in the Rec Park for pathways and parking. Township employees will do the work. Kevin Null, Township Manager does not expect to start the work before 2016.

Supervisor Hartlaub asked how much work needed to be done before the Township received any money. Kevin Null, Township Manger explained the Township is reimbursed as expenses are incurred.

Supervisor Staaf made a motion to approve the Engineer's Report, seconded by Supervisor Blettner. The motion carried.

At this point Chris Toms, Township engineer left the meeting at 6:30 p.m.

DEPARTMENT REPORTS, MONTHLY ACTIVITY REPORTS - NOVEMBER, 2014

- 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

After Kevin gave a report of the monthly budget, he asked Chief Hippensteel if he wanted to give his report.

- A. Chief Hippensteel thanked the BOS for his re-appointment as the Chief of Police for West Manheim Township and introduced his daughter AnaBell to the Board. He explained the she was here working on her graduation project of municipal government with focus on police services.

He pointed out there are more calls in November of this year compared to November of 2013, about 60 more. He reported both of the new officers are doing an exceptional job and he is very pleased with them. He also reported the Expedition is done and looks sharp.

Supervisor Staaf made a motion to accept the Police Department Report, seconded by Supervisor Blettner. The motion carried.

Kevin Null, Township Manger continued to review the Department Report - Monthly Activity Reports for November and asked the Chief if he wanted to say anything about the job Maurice Strausbaugh was doing for the Police Department.

Chief Hippensteel informed the Board members that Maurice is doing a phenomenal job for the Police Department and they really do not know what they would do without him. He is doing some lite work on vehicles saving the Township money. He keeps them rolling. He built boxes for the Expedition for storage. He thanked the BOS for letting them use his services.

Supervisor Blettner made a motion to accept the Department Reports, seconded by Supervisor Ault. The motion carried.

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

Kevin Null, Township Manger asked and received permission to send out letters to employees as previously discussed.

Supervisor Blettner made a motion to authorize the necessary mailing of letters to employees previously discussed, seconded by Supervisor Ault. The motion carried.

Kevin Null reminded the BOS the registration for the PSATS Convention starts on January 8th and to please let him know as soon as possible so the Township can register anyone who was interested in attending.

Supervisor Staaf made a motion to accept the Manager's Report as distributed for November 2014, as distributed, seconded by Supervisor Ault. The motion carried.

OLD BUSINESS: There was no Old Business to discuss.

NEW BUSINESS:

A. Appointment to Rec Park Board (5-Year Term Expires 2020)

1. Lonnie Gienski, member
2. Pat Eberhardt, member

Supervisor Blettner made a motion to re-appoint Lonnie Gienski and Pat Eberhardt to the Rec Park Board, seconded by Supervisor Staaf. The motion carried.

B. Appointment to Planning Commission (4-Year Term Expires 2019)

1. Andy Hoffman, member
2. Duane Diehl, member

Supervisor Staaf made a motion to re-appoint Andy Hoffman and Duane Diehl to the Planning Commission, seconded by Supervisor Blettner. The motion carried.

C. Ron L. & Sheila L. Carter – Maryland View Farms – 420 Glenville Road – Lot # 4 2-Lot Add-On

1. Application for Consideration of a Waiver Article 5. Section 1.5 Maximum Lot Area of 2 Acres in Accordance with Notation No. 1

Ron Carter, property owner, came before the Board to ask for a waiver of the maximum lot size of 2 acres. It actually came out at 2.16. It does meet the Ordinance, because that requirement is for the Nitrate Study that was done. The study said they needed 2.13 and they did 2.16. It does meet the Zoning Ordinance Article 5, Section 1.5 *where more than 2 acres are needed to meet driveways, on-lot sewer, or water system requirements, the Township may wave this requirement; provided the minimum additional area is used to meet the requirements of such on-site systems.*

Supervisor Woerner made a motion to grant the waiver request, seconded by Supervisor Staaf. The motion carried.

SUBDIVISION PLANS:

A EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Joshua Hill Farm, 124 - lot Preliminary;
The Warner Farm, 15-10tPreliminary;
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. Ron & Sheila Carter - Maryland View Farms - Glenville Rd - Lot #4-2-Lot Add-On

In an amended motion by Supervisor Staaf, seconded by Supervisor Blettner, 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, 15-10tPreliminary, 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, 12-10t Final, Community Banks, Land Development Plan, 1- lot, Homestead Acres, JA 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 Ault and seconded by Supervisor Blettner, the Board tabled all the following plans: Joshua Hill Farm, 124 - lot Preliminary, The Warner Farm, 15-10tPreliminary, 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:

Supervisor Ault asked the Township Manger when the Grader was scheduled to be serviced. Jeff Rummel, Roadmaster, was sitting in the audience and informed the Board that it would either be January 8th or 9th and would be a one-day job.

NEXT SCHEDULED MEETINGS: Supervisors Work Session - Tuesday, January 20, 2015 at 7:00 p.m. with Supervisors Caucus at 6:00 P.M.; Board of Supervisors Meeting Thursday, February 5, 2015 at 7:00 P.M. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: The Meeting was adjourned at 6:55 p.m. in a motion by Supervisor Ault, seconded by Supervisor Staaf. The motion carried

Respectfully submitted,

Miriam E. Clapper
Secretary