

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Thursday November 17, 2015
7:00 p.m.

Chairman Hartlaub announced an executive session took place prior to the meeting to discuss personnel issues.

The Regular Meeting of the West Manheim Township Board of Supervisors was held on November 17, 2015 at the Municipal Building at 2412 Baltimore Pike. Chairman Hartlaub called the Meeting to Order at 7:00 p.m., followed by the Pledge to the Flag and Invocation by Supervisor Woerner.

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

VISITORS: Supervisor Hartlaub welcomed visitors. Visitors register attached.

APPROVAL OF AGENDA: Supervisor Staaf made a motion to approve the Agenda as drafted, seconded by Supervisor Blettner. Motion carried.

APPROVAL OF MINUTES: Supervisor Ault made a motion to approve the Minutes of the Work Session on Tuesday, November 5, 2015, seconded by Supervisor Woerner. Motion carried.

APPROVAL OF DISBURSEMENTS: Supervisor Ault made a motion to approve the Disbursements of all Funds (as listed), seconded by Supervisor Staaf. Motion carried.

CORRESPONDENCE: Chairman Hartlaub noted the Board received no correspondences.

REC. BOARD REPORT: Christine Gienski, Chair, West Manheim Township Park & Recreation gave an overview of her report (copy on file). She also indicated she contacted York County Commissioners in an attempt to follow up on the Marsala Shale funding that previous manager Kevin Null had started. Kevin's contact has moved on to a new position and has given Christine her replacement's name, but is not getting very far with where the funding stands. She would hate to lose the opportunity to get the funding. She also wondered about the new pavilion.

Chris Toms explained the first building as submitted required three outside bids. Therefore, those that were involved in the project decided to look at an alternate design, which would not require the bidding process. Christine interjected that design did receive board approval. Chris explained that he had spoken with a contractor who had a laundry list of questions about the design. Chris recommended that the contractor get in touch with Mr. Hartlaub to try to match it to the facility. Chris Toms has not heard from the contractor since suggesting that he contact Mr. Hartlaub.

Christine went on expressing her frustration with the contractor and the length of time to get a much-needed pavilion. She explained that they met with the contractor and he was going to put a cost package together. She has not heard anything.

After some discussion, Chairman Hartlaub indicated that he would speak with the contractor to see where the new pavilion stands. Chris Toms also asked Christine to get any information she had to him.

Christine also informed the Board they continue to have problems with vandalism in the park and asked Chairman Hartlaub if the Rec Board could borrow his trail camera to try to catch those who like to use the park as a dumping ground.

After giving her report, Christine introduced two scouts who have finished their Eagle Scout projects Nicholas Hawkins and Eric Zwolinski spoke about the challenges and success of their respective project.

SOLICITOR REPORT: Solicitor Linus Fenicle had nothing to report.

ENGINEER REPORT: Christopher Toms, C. S. Davidson, noted the Supervisors had a copy of his report (copy in Township files).

Chairman Hartlaub asked about the sidewalk project at Lutheran Social Services. Chris Toms reported they would need permits to go across the wetlands. He also explained that they have determined that the headwall would need to be raised 2 – 3 feet, and the trail will need to be reduced to 3 feet in width over the culvert and at a nearby utility pole.

A discussion took place on the width of the sidewalk, the size of the culvert and the possibility of narrowing the street at that section to make the sidewalk ADA (Americans with a Disability Act) compliant. Chris Toms offered to go back to Lutheran Social Services to discuss with them ADA guidelines and ask them what potential solutions they might be able to provide.

REPORTS:

1. Monthly Budget Review – Treasurer’s Report - October 2015
2. Chief of Police, Monthly Activity Report – October 2015
3. Public Works Report – October 2015
4. Pleasant Hill Volunteer Fire Co.-EMS Reports – October 2015
5. EMA Report – October 2015

At this point in the meeting, Jeff Garvick explained to the Board members that they had received a copy of the proposed budget for 2016. He asked for authorization to advertise the budget.

Supervisor Woerner made a motion to approve the authorization to advertise the proposed 2016 budget for public review, seconded by Supervisor Staaf. Motion carried.

Supervisor Staaf made a motion to accept Reports 1 – 5, seconded by Supervisor Woerner. Motion carried.

MANAGER REPORT: Interim Manager Jeff Garvick had nothing to add to his submitted report (copy in Township file).

OLD BUSINESS:

A. Lutheran Social Services – Sidewalk Report – Chris Toms

Chris Toms reported on this under Engineer’s Report.

B. Discussion Regarding Insurance Values

Jeff informed the Board he has reviewed the insurance values and has made some adjustments on some of the equipment and on some of the structures. The copies they were given was for information purposes and will be sent out to other brokers in the future but no action was necessary at this time.

NEW BUSINESS:

A. Resolution #2015-07 Authorization & Securing Tax & Revenue Anticipation Note

Linus Fenicle explained what the Tax and Revenue Anticipation Note is and that the Township utilizes this resolution for cash flow purpose. This resolution is being adopted at this meeting, but the note would not be entered into until January of 2016. The amount of the note is for \$750,000 and is with the Branch Banking and Trust Company.

Supervisor Ault made a motion to adopt Resolution #2015-07 Tax and Revenue Anticipation Note in the amount of \$750,000, seconded by Supervisor Woerner. In a roll call vote, the motion carried.

B. Resolution #2015-08 & 09 Deed of Dedication – High Pointe at Rojen Farms Phase IIA – Winifred Drive and Knobby Hook and Public Sewer Lines Outside Road Right-of-Way

Jeff explained by adopting these deeds of dedication the Township would assume ownership and maintenance of Winifred Drive and Knobby Hook and the sewer lines.

Linus informed the Board that the necessary maintenance is in effect. He explained that once the Deed of Dedication has been adopted and recorded at the courthouse copies will be sent into Penn DOT for liquid fuels funds.

Supervisor Staaf made a motion to adopt Resolution 2015-08 Deed of Dedication and Resolution 2015-09 Public Sewer Lines outside Road Right-of-Way, seconded by Supervisor Blettner. In a roll vote, the motion carried.

C. Ordinance #2015-06 Adoption of Flood Plain Management Regulations

Jeff Garvick explained the flood plain management ordinance is a requirement of the Commonwealth of Pennsylvania and because of the Flood Plain Act of 1978 they have decided that individual municipalities must adopt their own regulations regarding storm water management. The ordinance before them meets the requirements and has been advertised and ready for adoption.

Supervisor Ault made a motion to adopt Ordinance 2015-06 Flood Plain Management Regulations, seconded by Supervisor Blettner. In a roll call vote, the motion carried.

SUBDIVISION PLANS

1. Carl M. & Donna F. Carter Final Minor Subdivision Plan and Waiver Requests

Jeff Garvick explained the Township received the plan along with two waiver requests. The first waiver request is to allow the plan to be considered a final plan to waive the requirement of a preliminary plan. He explained the plan is consolidating two lots into one lot. There really is no need to have a preliminary plan.

Doug Stambaugh of Group Hanover Inc., was present representing Mr. and Mrs. Carl M. Carter. Mr. Stambaugh explained the plan was consolidating 75 and 87 Country Lane into one large lot. He explained the owner of both parcel would be demolishing the structure located on 87 Country Lane. The owner plans to add an addition onto the current structure on 75 Country Lane, add a garage and driveway coming into the garage. He explained the home on 87 Country Lane is no longer habitable. The kitchen has completely been removed, septic system is in the process of being abandoned and the water service has been terminated. He explained that all of this will be completed in three phases.

Township Solicitor, Linus Fenicle asked when the home on 87 Country Lane will be demolished. Mr. Carter explained the addition would be built first and depending on how much room there is between the garage and the decommissioned structure the garage would be built before the home is demolished, then the driveway.

The Township Engineer Chris Toms informed the Board and the Solicitor that the plans would not be signed until the three notes on sheet 2 had been satisfied by the Township. Once all three items on sheet #2 have been satisfied the combined lot would be compliant.

Jeff Garvick explained that the Township looked at the plan in steps. The first step was to get rid of the septic system and demolishing the kitchen. The second step was to make the property un-habitable. Third the applying for the waiver request and last was removing the home. Then, the property owner would be able to combine the property.

A. Waiver Request from Article 3 Section 305 A & B to allow the plan to be considered as a Final Plan and to waive the Preliminary Plan

B. Waiver Request from 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.

Supervisor Blettner made a motion to approve the waiver request from Article 3 Section 305 A & B to allow the plan to be considered as a Final Plan and to waive the Preliminary Plan and to approve the waiver request from 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, seconded by Supervisor Ault. Motion carried.

Supervisor Blettner made a motion to approve the Carl M. & Donna F. Carter Final Minor Subdivision Plan, seconded by Supervisor Ault. Motion carried.

A. 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, Homestead Acres, J.A. Myers, 134 - lot Preliminary, Benrus Stambaugh et al, Land Development Plan, Homestead Acres, 366 - lot Preliminary, Tollgate Rd. & Baltimore Pike Property Subdivision Plan, Tollgate Rd. & Baltimore Pike Property Subdivision Plan. Motion carried.

In a motion by Supervisor Ault 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, Homestead Acres, J.A. Myers, 134 - lot Preliminary, Benrus Stambaugh et al, Land Development Plan, Homestead Acres, 366 - lot Preliminary, Tollgate Rd. & Baltimore Pike Property Subdivision Plan. Motion carried.

SUPERVISORS AND/OR PUBLIC COMMENTS:

At this time Supervisor Woerner submitted his resignation letter from the West Manheim Township Board of Supervisors effected November 17, 2015 (copy on file).

Supervisor Ault made a motion to accept Mr. Woerner's resignation letter from the West Manheim Township Board of Supervisors, seconded by Supervisor Staaf. Motion carried with regrets.

Chairman Hartlaub informed those in the audience that the Township had been interviewing applicants for the Manager's position and Mr. Woerner had submitted an application and after being interviewed had accepted the position of the new Township Manager and Zoning Officer.

Supervisor Staaf made a motion to appoint Marc Woerner as the new Township Manager and Zoning Officer, seconded by Supervisor Ault. The motion carried in a vote with the remaining four supervisors.

Chairman Hartlaub at this time read the resolution into the minutes, *It is resolved that the Township manager compensation shall be \$70,000.00 annually.*

The Township solicitor, Linus Fenicle explained the manager salary must be set by resolution.

Supervisor Staaf made a motion to approve the resolution approving the Manager's salary of \$70,000.00, seconded by Supervisor Blettner. The motion carried in a roll vote with the remaining four supervisors.

It was at this time solicitor Linus Fenicle asked Chairman Hartlaub in a motion to terminate Jeff Garvick as the Interim Manager and Zoning Officer, but remain as an employee of the same terms during the transition period.

Supervisor Staaf made a motion to terminate Jeff Garvick as the Interim Manager and Zoning Officer, but remain as an employee of the same terms during the transition period, seconded by Supervisor Blettner. The motion carried in a vote with the remaining four supervisors.

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Tuesday, December 3 2015 at 7:00 p.m., with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting – Thursday, December 15, 2015 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: Supervisor Blettner made a motion to adjourn the Regular Meeting at 7:55 p.m., seconded by Supervisor Staaf. Motion carried.

Respectfully submitted,

Miriam Clapper
Secretary