

WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS
YEAR 2017 RE-ORGANIZATION MEETING
TUESDAY, JANUARY 3, 2017
6:00P.M.

The 2017 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 Staaf made a motion to nominate Supervisor Ault as temporary Chairman of the Board, seconded by Supervisor DeGennaro, and carried, the Board of Supervisors nominated Supervisor Ault as temporary Chairman.

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

ROLL CALL: Present were Supervisors Ault, DeGennaro, Hartlaub, and Staaf, also present were Christopher Toms of C. S. Davidson, Inc., new Solicitor Walter Tilley and Manager Marc Woerner. Supervisor Blettner was not present.

NOMINATE AND ELECT

A. Chairman of the Board

Supervisor DeGennaro made a motion to nominate Supervisor Hartlaub as Chairman of the Board, seconded by Supervisor Staaf. Motion carried.

B. Vice-Chairman of the Board

Supervisor Staaf made a motion to nominate Supervisor Ault as Vice-Chairman of the Board, seconded by Supervisor DeGennaro. Motion carried.

Newly appointed Chairman Hartlaub introduced and welcomed the new solicitor for the Township Walter Tilley.

2017 RE-ORGANIZATION APPOINTMENTS

C. Township Manager

Supervisor Ault made a motion to appoint Marc Woerner as Township Manager, seconded by Supervisor Staaf. The motion carried.

D. Secretary

Supervisor Staaf made a motion to appoint Miriam Clapper as Township Secretary, seconded by Supervisor Ault. The motion carried.

E. Treasurer

Supervisor Staaf made a motion to appoint Beverly Frey as Township Treasurer, seconded by Supervisor DeGennaro. The motion carried.

F. Chief of Police

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

G. Roadmaster

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

H. Zoning Officer

Supervisor Staaf made a motion to appoint Marc Woerner as Zoning Officer, seconded by Supervisor DeGennaro. The motion carried.

I. Code Enforcement Officer

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

J. Vacancy Board Chairman

Supervisor Ault made a motion to appoint John Berry as Vacancy Board Chairman, seconded by Supervisor DeGennaro. The motion carried.

K. Chief Administrative Officer of Pension Plan

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

L. Supervisors as Township employees and equipment operators

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

2017 - APPOINT AND ACCEPTANCE OF INDIVIDUAL FEE SCHEDULES

A. Solicitor – Stock and Leader

B. Engineer - C.S. Davidson

Supervisor Staaf made a motion to reappoint C.S. Davidson as Township Engineer and accept their fee schedule, seconded by Supervisors DeGennaro. The motion carried.

C. Auditors - Stambaugh – Ness

Supervisor Staaf made a motion to reappoint Stambaugh - Ness as Auditors and accept their fee schedule, seconded by Supervisor DeGennaro. The motion carried.

D. Zoning Hearing Board Solicitor - Joseph Kalasnik, PC

Supervisor Staaf made a motion to reappoint Joseph Kalasnik PC as Zoning Hearing Board Solicitor and accept their fee schedule, seconded by Supervisor DeGennaro. The motion carried.

E. Sewage Enforcement Officer - Group Hanover

Supervisor Staaf made a motion to reappoint Group Hanover as the Sewage Enforcement Officer and accept their fee schedule, seconded by Supervisor DeGennaro. The motion carried.

F. Alternate Sewage Enforcement Officer – Patrick Buhl

Supervisor Staaf made a motion to reappoint Patrick Buhl as Alternate Sewage Enforcement Officer and accept their fee schedule, seconded by Supervisor DeGennaro. The motion carried.

G. Building Inspections - Middle Department Inspection Agency

Supervisor Staaf made a motion to reappoint Middle Department Inspection Agency for Building Inspections and accept their fee schedule, seconded Supervisor DeGennaro. The motion carried.

2017 ADMINISTRATIVE MOTION ITEMS

A. Authorizing the following depository institution to handle all Township accounts: - People's Bank

Supervisor Ault made a motion to authorize the following depository institution - People's Bank to handle all Township Accounts, seconded by Supervisor DeGennaro. The motion carried.

B. Renew all existing Ordinances and Resolutions

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

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

- Work Session the First Thursday of the month at 7:00 P.M. Caucus at 6:00 P.M.
- Regular Meeting the Third Tuesday of the month at 7:00 P.M. Caucus at 6:00 P.M.

Supervisor Ault made a motion to establish the dates and times for the Board of Supervisors meetings, as Work Session the first Thursday of the month at 7 p.m., with Caucus at 6 p.m. Regular Meeting the third Tuesday of the month at 7 p.m., with Caucus at 6 p.m., seconded by Supervisor DeGennaro. The motion carried.

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

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

E. Establish the Manager's and the Office Assistant's bonds at \$1.5 million dollars

Supervisor Staaf made a motion to establish the Manager's bond at and the Office Assistant's bond at \$1.5 million dollars each, seconded by Supervisor DeGennaro.

F. Establish the Treasurer's bond at \$3 million dollars

Supervisor Staaf made a motion to establish the Treasurer bond at \$3 million dollars, seconded by Supervisor DeGennaro. The motion carried.

G. Resolution #2017-01 - Adopt the Fee Schedule for Services and Permits and Sewer Rates

Supervisor DeGennaro made a motion to adopt Resolution # 2017-01 the Fee Schedule for Services and Permits for 2017, seconded by Supervisor Staaf. By a roll call vote of 3 to 1 the motion carried. Supervisor DeGennaro, Supervisor Hartlaub and Supervisor Staaf voted yes, Supervisor Ault voted no. Supervisor Blettner was not present.

Supervisor Ault made note that the previously discussed change to the on-lot inspections cost should remain at \$75.00.

H. Resolution #2017-02 – Setting the Manager’s Salary for 2017

Supervisor Staaf made a motion to adopt Resolution #2017-02 setting the Manager’s Salary for 2017, seconded by Supervisor DeGennaro. By a roll call vote of those Supervisors present the Motion carried. Supervisor Blettner was not present.

The Re-Organization meeting was closed at 6:30 p.m.

REGULAR MEETING AGENDA

Public Comment: Chairman Hartlaub asked if anyone in the audience wanted to make any comments and received no answer.

APPROVAL OF MINUTES: Supervisor Staaf made a motion to approve the Regular Board of Supervisor Meeting of Thursday, December 20, 2016, seconded by Supervisor DeGennaro. The motion carried.

CORRESPONDENCE: Chairman Hartlaub noted that the Township had received request for re-appointment from Ursula Yost, Jim Myers, Darrell Raubenstine, Michael Hawkins and Ron Wentz.

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

DISCUSSION ITEMS:

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

1. Ursula Yost – December 31, 2021

Supervisor Ault made a motion to reappoint Ursula to the Rec Park Board through December 21, 2021, seconded by Supervisor DeGennaro. The motion carried.

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

1. Jim Myers – December 31, 2020

Supervisor Ault made a motion to reappoint Jim Myers to the Planning Commission for a 4-year ending December 31, 2020, seconded by Supervisor Staaf. Motion carried.

2. Darrell Raubenstine – December 31, 2020

Supervisor Ault made a motion to reappoint Darrell Raubenstine to the Planning Commission for a 4-year term ending December 31, 2020, seconded by Supervisor DeGennaro. The motion carried.

C. Appointment to Zoning Hearing Board (5-Year Term)

1. Michael Hawkins – December 31, 2021

Supervisor Ault made a motion to reappoint Michael Hawkins to the Zoning Hearing Board for a 5-year term ending December 31, 2021, seconded by Supervisor DeGennaro. The motion carried.

2. Ron Wentz – December 31, 2019

Supervisor Ault made a motion to appointed Ron Wentz to the Zoning Hearing Board for a 3-year term ending December 31, 2019, seconded by Supervisor DeGennaro. The motion carried.

3. David Appleby – December 31, 2020

Supervisor Ault made a motion to appoint David Appleby to the Zoning Hearing Board for a term ending December 31, 2020, seconded by Supervisor DeGennaro. The motion carried.

D. PSATS 95th Annual Conference – April 23-26, 2017 – Authorize Attendance and Appoint a Voting Delegate

Supervisor DeGennaro made a motion to renominate Jim Staaf as the Township's voting delegate, seconded by Supervisor Ault. The motion carried.

Supervisor Ault made a motion authorizing the attendance of the Manager and any Supervisor who would like to attend the PSATS 95th Annual Conference, April 23-26, 2017, seconded by Supervisor Staaf. The Motion carried.

E. Approve 2016 Accrued Comp-time Compensation

Supervisor Ault made a motion to approve the 2016 accrued comp-time compensation for Township Manager Marc Woerner the amount of \$5,000, seconded by Supervisor DeGennaro. The Motion carried.

DISCUSSION ITEMS:

A. Fire Hydrants Overlay Map

Chris Toms, Township Engineer gave a presentation and explanation of the Fire Hydrants Overlay Map. He reminded the Board members that while discussing the 2017 Budget one of the items that they discussed was fire hydrant rental, which the Township approved at \$55,000. He explained that York Water charges \$21.21 per month per hydrant or \$255 per year per hydrant. He figures there are about 215 hydrants in the Township

He then showed them a map showing where all of the fire hydrants are located per York Water data and where each structure is located. He explained those circles represent a 500-foot radius around each hydrant, per the fire departments recommendation. He explained the map shows that there are properties that are serviced by more than one hydrant. He explained that he has given the map to the fire department for them to review to see if there were hydrants that they could eliminate. Chris Toms explained any eliminated hydrants would be a cost savings for the Township.

A brief question and answer period took place on if the Township was paying for dry hydrants and if any known dry hydrants were on the York Water database, the Township should look into seeing if the Township is paying for the those dry hydrants. They talked about hydrant placement and the possibility of eliminating some fire hydrants. Chris will continue to work with Mike Hampton.

B. Potential Sewer System Sale – HRG proposal for representation

Township Manager Marc Woerner reminded the Board members that they had employed HRG to provide the Township with a sewer valuation for the Township's public sewer system. He reminded them that HRG had brought their findings before the Board and the Board has discussed the findings. He explained that if the Township were considering a potential sale of the sewer system, the Board would need to engage HRG services. HRG would request and review all of

the bids, request the best and final offers proposal, if it is appropriate; HRG would help in sale negotiations and any miscellaneous items. He then asked for the direction the Board wanted to go.

Supervisor Ault asked that this item to be tabled. He asked that this item be placed on next month's work session. Township Manager Marc Woerner will ask a representative from HRG to attend the February work session.

C. Trash Exemption Guideline Policy

Township Manager Marc Woerner reviewed a new trash exemption guideline policy for exempting properties from the current trash hauler for the Township. He is hoping that this will help curtail the number of residents seeking exemptions from the Board.

Bob Hemler came before the Board to express his displeasure in having to be responsible for his tenants' outstanding garbage service.

Supervisor Staaf made a motion to adopt the new Trash Exemption Guideline Policy and to grant authorization to the Township Manager to handle any request for exemption that fall under the guidelines, seconded by Supervisor Ault. The Motion carried

Township Manager Marc Woerner will forward the guidelines to Penn Waste and inform them that going forward any request for trash exemption should follow these guidelines.

E. EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Northfield – Phase I – 38 Lot SFD Preliminary Plan – Northfield Joint Venture, LL
(Review Times Expires 1/12/1017)

Chairman Hartlaub questioned why Northfield – Phase I was coming before the Board when the Board had not seen the Plan. Chris Toms, Township Engineer explained that the plan was submitted to the Township in the month of October and the 90-day review period would soon expire. Chris proceeded to give a history on this plan and the development attached to the Plan. Explaining this is just another part of the original Preliminary Plan.

Supervisor Ault questioned why they would be asking for an extension for six-month. Chris then explained the process for submitting and reviewing a plan. He explained that after reviewing a plan the developer then makes the necessary changes to the plan. Chris suggested that one of the delays could be due to the request that the Township made to set up the layout so that the gravity flow sewer from Homestead Acres that will run through Northfields Phase and provides the Township with the appropriate easements to prevent additional pump stations being added. He explained that there is a potential benefit to the Township if they could revise a plan in such a way that gravity sewer is coming through Northfields instead of the Township maintaining a pump station.

Supervisor Ault asked what happens if the Board did not grant the extension. Chris then gave the process for denying the plan, but stated that they would come back with the same plan. Solicitor Tilley suggested that they could grant a conditional extension. More discussion took place on the amount of time to allow an extension.

Supervisor DeGennaro asked if the Township was asking for their cooperation to run a gravity sewer line through their property. In order to stay in their good graces, the Township should consider granting them their request.

Supervisor DeGennaro made a motion to grant the extension to June 22, 2017, seconded by Supervisor Staaf. After a brief discussion Supervisor Staaf withdrew his second. Chairman Hartlaub then seconded the motion. In a vote Supervisors DeGennaro and Hartlaub voted yes and Supervisors Ault and Staaf voted no, the motion failed.

Supervisor Ault made a motion to grant an extension through February 22, 2017, seconded by Supervisor Staaf. In a vote Supervisors Ault and Staaf voted yes and Supervisors DeGennaro and Hartlaub voted no, the motion failed.

Supervisor Ault made a motion to grant an extension through March 22, 2017, seconded by Supervisor Staaf. The motion carried.

SUPERVISORS AND/OR PUBLIC COMMENTS:

NEXT SCHEDULED MEETINGS: Board of Supervisors Meeting Tuesday, January 17, 2017 at 7 p.m. with Supervisors Caucus at 6 p.m. Supervisors Work Session – Thursday, February 2, 2017 at 7 p.m. with Supervisors Caucus at 6 p.m.

ADJOURNMENT: The Meeting was adjourned at 7:25 p.m. in a motion by Supervisor Ault, seconded by Supervisor DeGennaro. Motion carried.

Respectfully submitted,

Miriam Clapper
Secretary