

**WEST MANHEIM TOWNSHIP**  
**BOARD OF SUPERVISORS MEETING MINUTES**

Regular Meeting

Tuesday, October 16, 2018  
7 p.m.

The Regular Meeting of the West Manheim Township Board of Supervisors was held on Tuesday, October 16, 2018, at the Municipal Building at 2412 Baltimore Pike, Hanover, PA 17331. Chairman Hartlaub called the Meeting to Order at 7:05 p.m., followed by the Pledge to the Flag and Invocation by Township Secretary, Miriam Clapper.

ROLL CALL: Present were Supervisors Blettner, Hartlaub, Rynearson and Staaf. Also present, the Township Manager Marc Woerner, Township Solicitor Walter Tilley, III, and Township Engineer Chris Toms. Supervisor Ault was not present. A quorum was present.

ANNOUNCEMENT: Chairman Hartlaub announced that an executive session was held before the meeting to discuss personnel.

PUBLIC COMMENTS: Chairman Hartlaub asked all present if anyone wanted to address the Board and received no answer.

APPROVAL OF MINUTES: Supervisor Blettner made a motion to approve the Minutes of the Board of Supervisors Work Session Meeting of October 4, 2018, seconded by Supervisor Rynearson. **Motion carried.**

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

CORRESPONDENCE: Chairman Hartlaub noted the Board received a memo from Jeff Mummert concerning the South Western Rec Commission Contribution.

Supervisor Staaf made a motion to accept the correspondence, seconded by Supervisor Blettner. **Motion carried.**

REC. BOARD REPORT: Kelli Reed, representative for the Recreation Board informed the Board that there was nothing new to report (copy on file), but let the Board know how excited she is on the progress that is being made at the playground and remind the Board members about the German Dinner. She then asked that the Board appoint Nina Rynearson and Christina Sones to the Recreation Board.

A. A motion to appoint Nina Rynearson to fill the vacant seat left by Ursula Yost.

Supervisor Staaf made a motion to appoint Nina Rynearson to fill the vacant seat left by Ursula Yost, seconded by Supervisor Blettner. **Motion carried.** Supervisor Rynearson abstained from the vote due to a conflict of interest.

B. A motion to appoint Christina Sones to fill the vacant seat left by Christine Gienski

Supervisor Staaf made a motion to appoint Christina Sones to fill the vacant seat left by Christine Gienski, seconded by Supervisor Rynearson. **Motion carried.**

**SOLICITOR REPORT:** Solicitor Walter Tilley had nothing new to add to his submitted report (copy on file).

**ENGINEER REPORT:** Chris Toms, C. S. Davidson, (copy on file) reminded the Board members at the September 18, 2018 board meeting he recommended rejecting all the bids that were received for the recreation park playground installation because they were over the estimated cost of the playground project. He explained that he and the Township Manager contacted DCNR with the intent to ask for another extension. The representative for DCNR told them that there was a very slim chance an extension would be approved, so the decision was made to complete the work with township staff by the end of the year. DCNR allowed the removal of the ballfields section of the project as long as there was accessible parking and pathways to the playground. Chris suggested that the ballfields be bid out next year if the Board would choose to do the ballfields. He explained that he stopped by the park to see the progress and expressed that he was excited to see what a great job the road crew was doing.

Supervisor Rynearson asked if the playground equipment was going to be installed by the provider. Chris explained that it would be installed by the provider in November.

Supervisor Staaf asked what happened with the original project that has caused such time constraints. Chris Toms explained that last fall it was his intent to meet with the recreation board to get a recommendation and bid the work in the spring. By April/May, he knew the direction the project was to go. By June/July, the plans and specifications were done, and he ran into the bureaucracy of DCNR and the grant. He explained the forms that were needed to be filled out, which the Township's Solicitor assisted with, had issues to be resolved. One issue was with the COSTARS contract that needed to be resolved and other problem was with the certification of the title. That process took an additional month to resolve. It wasn't until the end of August that DCNR gave C.S. Davidson permission to bid the project. He reiterated that the project could not be bid out until DCNR gave their approval. When the grant was first written it was for the Township to do the work. The Township is back to the original proposal.

Township Solicitor Walt Tilley explained that the certifications that the DCNR required were very stringent and contained a lot of terms that he or Chris Toms had never anticipated and to get the certifications took a good six weeks. Had the COSTARS contract been done as they usually are it would have gone much faster, but the DCNR Grant process added more time.

Chairman Hartlaub asked about the progress being made by Burkentine and Sons and the paving of Tracey Road. Township Engineer Chris Toms explained that he has be contact with Burkentine and planned on walking the portion of Tracey Road that Burkentine is responsible for in the next few days.

Scott Barnhart representing Burkentine and Sons explained that Burkentine had the paving set up to be done the first week in November.

Supervisor Rynearson asked Chris Toms to explain the situation with the bridge located on Impounding Dam Road. Chris went on to explain that last year C. S. Davidson inspected 10 small span bridges located throughout the township. He reminded the Board that any bridge that has a span of 20 feet or wider, that York County pays for the inspections that are performed on those bridges, which must be inspected every other year. Bridges that are less than 20 feet are the responsibility of the township, which historically C.S. Davidson has done every 5 years. He then explained C.S. Davidson supplied the township with a report on the 10 small span bridges that were inspected.

The bridge on Impounding Dam Road was not part of the original small span bridge inventory, and as a result, the Board authorized CS Davidson to do the inspection. Referring to paperwork found in the Township Engineer's report, Chris Toms pointed out to the Board the necessity of replacing the bridge located on Impounding Dam Road instead of repairing the bridge.

The last item that the Township's Engineer brought to the attention to the Supervisors was the 2018 Sanitary Sewer Repairs on his report. He explained that he was not able to drop off the draft plans for the sewer repairs on Fuhrman Mill Road, Menlena Circle, and Reservoir Heights for the Township Utilities Supervisor to review but wanted to let the Board know that CS Davidson was ready to advertise the projects. He acknowledged that the Board might want to review the plans before he advertised the project and would have the plans ready for the next meeting.

Chairman Hartlaub asked if the Township Engineer knew the cost of the potential replacement, and the Engineer indicated approximately \$120,000.00.

REPORTS: (Copies in Township file)

- A. Monthly Budget Review – Treasurer's Report - September 2018
- B. Chief of Police, Monthly Activity Report – September 2018
- C. Public Works Report – September 2018
- D. Pleasant Hill Volunteer Fire Co.-EMS Reports – September 2018
- E. EMA Report – September 2018
- F. Code Enforcement Officer Report – September 2018
- G. Utilities Supervisor's Report – September 2018
- H. SEO Report – September 2018

Supervisor Blettner made a motion to accept the submitted reports A to H as listed. Supervisor Rynearson asked if he would include the Solicitor report and the Engineer report in his motion, which Supervisor Blettner amended his motion to include those reports.

Supervisor Blettner made a motion to accept the Solicitor Report, the Engineer's Report and all reports listed from A to H under Reports, seconded Supervisor Rynearson. **Motion carried.**

MANAGER REPORT: Township Manager Marc Woerner had nothing new to add to his submitted report (copy on file) but pointed out on page three of his submitted report, Sewer Arrearages. He pointed out that the township has properties that are vacant and the water service to those properties was terminated. He explained these properties have delinquent sewer accounts. By placing a lien on these delinquent properties, it ensures the township will receive the outstanding money that is owed. Supervisors agreed that liens can be placed on delinquent sewer accounts where the properties are vacant.

Supervisor Rynearson asked about the Act 537 Plan Review in the Manager's Report. The Township Manager explained that as part of the Act 537 Plan that was revised and submitted in 2013, DEP wanted the Township to review Area 6 in five years instead of the standard ten years. He informed the Board that he contacted DEP, and DEP is willing to let the Township wait until 2019. The Township Engineer, the Township Manager and DEP will be meeting on October 29, 2018, to discuss the scope of the review.

Supervisor Rynearson asked the Township Manager to explain what the Act 537 plan is. The Manager explained to those present in the audience, that the Act 537 Plan is developed by the Township to address how it is going to handle public sewer or on-lot sewage past, present and into the future.

#### OLD BUSINESS:

- A. Motion to adopt Resolution No. 2018-10 Emergency Operation Plan 2018 Update and Promulgation

Supervisor Staaf made a motion to adopt Resolution No. 2018-10 Emergency Operation Plan 2018 and Promulgation, seconded by Supervisor Rynearson. **In a roll call vote the Motion carried.**

#### NEW BUSINESS:

- A. Potential motion authorizing advertisement of the 2019 Budget

Supervisor Staaf made a motion authorizing the advertisement of the 2019 Budget, seconded by Supervisor Rynearson. **Motion carried.**

- B. Potential motion setting a Local Economic Revitalization Tax Assistance (L.E.R.T.A.) public hearing date of November 20, 2018 for the submitted UPMC Medical Center Project.

The Township Manager reminded the Board at their meeting on the 4<sup>th</sup> of October they directed him to contact counsel for the property owners to see if they are willing to pay all costs associated with the LERTA hearing. The Township Manager informed the Board members that the property owners were willing to pay all cost. He then asked if the Board was willing to set the public hearing date for November 20, 2018, which will coincide with their regular meeting date.

Supervisor Rynearson made a motion setting a Local Economic Revitalization Tax Assistance (L.E.R.T.A.) public hearing date of November 20, 2018 for the submitted UPMC Medical Center Project, seconded by Supervisor Blettner. **Motion carried.**

#### SUBDIVISION PLANS:

- A. Motion to approve the extension request for Steeple Chase, 12-lot Final Subdivision Plan through April 17, 2019.

Scott Barnhart, representing the developer for Steeple Chase, came before the Board to request an extension for Steeple Chase. He informed the Board that they have posted bond and the recreation fees have been paid. The developer is waiting on NPDES approvals.

Supervisor Blettner made a motion granting the extension request for Steeple Chase, 12-lot Final Plan through April 17, 2019, Supervisor Staaf. **Motion carried.**

- B. Waiver request from the literal compliance with §221.11.K – Harpers Hill Subdivision Plan

Robert Sharrah of Sharrah Design Group, Inc., came before the Board and reminded the Board the he had been before them once before for the same waiver. At that time, the Board had denied this request; he went back and revised four of the five basins for the project to bring them into compliance with the Ordinance; however, basin #1 cannot be changed. He explained that basin #1 if changed, allowed for more stormwater running onto the street. He is asking the waiver for basin #1.

Township Engineer Chris Toms agreed that it is a reasonable request. He explained that the ordinance in question came from a DEP model ordinance and he assumes the ordinance written by the DEP was to protect downstream property owners. He explained that what is downstream from basin #1 is the road right away. He believes that this is the best option for this property. It is the smallest basin of all the basins located throughout the development.

Supervisor Blettner made a motion to grant the waiver request from the literal compliance with §221.11.K – Harpers Hill Subdivision Plan, seconded by Supervisor Rynearson. **Motion carried.**

C. Jerry A. Boxman - Final Plan – A Minor Subdivision for Lot Addition – 436 Musselman Road  
(review time expires 11/16/ 2018)

Robert Sharrah of Sharrah Design Group, Inc. was present along with Mr. and Mrs. Kozak. Sharrah explained that Mr. and Mrs. Kozak are the grantees of the 1.486 acres being divided off the Boxman property. He explained that both properties have existing dwellings, well and septic.

Supervisor Blettner made a motion to approve the Jerry A. Boxman - Final Plan – A Minor Subdivision for Lot Addition – 436 Musselman Road, seconded by Supervisor Staaf. **Motion carried.**

C. ALL TO BE TABLED:

Steeple Chase, 12-lot Final, review time expires 10/17/2018  
Harpers Hill, 20 Lot – Preliminary Subdivision Plan, review time expires 11/30/2018  
Joshua Hill Farm, 124 - lot Preliminary, review time expires 01/18/2019  
The Warner Farm, 15-lot Preliminary, review time expires 01/18/2019  
Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, review expires 01/18/2019

Supervisor Staaf made a motion to table to the date that is indicated, Steeple Chase, 12-lot Final, review time expires 10/17/ 2018; Harpers Hill, 20 Lot – Preliminary Subdivision Plan, review time expires 11/30/2018; Joshua Hill Farm, 124 - lot Preliminary, review time expires 01/18/2019; The Warner Farm, 15-lot Preliminary, review time expires 01/18/2019; Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, review expires 01/18/2019; seconded by Supervisor Blettner. **Motion carried.**

**SUPERVISORS AND/OR PUBLIC COMMENTS:** Chairman Hartlaub asked all present if anyone wanted to address the Board and Township Solicitor Walt Tilley commended the Board, Township Manager and Township Staff for the procedures that were followed in putting together the West Manheim Township Budget for 2019.

**NEXT SCHEDULED MEETINGS:** Supervisors Work Session – Thursday, November 1, 2018 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, November 20, 2018 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 7:50 p.m., seconded by Supervisor Rynearson. **Motion carried.**