

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Before the public hearing for the Vacating Right-of-Way Ordinance #2018-04 and the regularly scheduled Board of Supervisors meeting was called to order, the following were sworn in by Township Secretary Miriam Clapper police officers Sergeant David Morris and Patrolman Derek Schneider.

PUBLIC HEARING

Chairman Hartlaub announced that the public hearing on the Vacating Right-of-Way Ordinance #2018-04 and introduced Township Solicitor Walter Tilley. Solicitor Tilley started the hearing by explaining why the Board of Supervisors were considering adoption of Ordinance #2018-04, to vacating a portion of the right-of-way. He explained the hearing was to determine if it was in the public's interest to pursue the vacating of the right-of-way.

Township Manager Marc Woerner explained to the Board of Supervisors that the Township currently owns a right-of-way portion adjacent to a lot located at 97 Oak Hills Drive. That portion of the right-of-way is approximately 4,911 sq. ft. Township Manager Marc Woerner explained that the right-of-way was originally designed as a cul-de-sac of the original subdivision. It was never used for that purpose and the Township currently owns that portion. He informed the Board that the proposed Ordinance had been properly advertised.

Solicitor Walter Tilley informed those in attendance, that an engineering drawing shows the right-of-way to be vacated is an exhibit is attached to the Ordinance. He explained that if the Board adopts the Ordinance, the Township would no longer own that tract of land; but by law will be attached to the adjacent property located at 97 Oak Hills Drive. Solicitor Tilley explained that the lots would remain separate each having its own deed, although under common ownership.

Township Manager Marc Woerner reminded the Township's solicitor that there is a 15-foot wide drainage easement that goes through the right-of-way and the Ordinance does not vacate, diminish, remove, expand or effect that drainage easement. That drainage easement will remain.

Supervisor Blettner asked if there is going to be two separate deeds would there be two fire hydrant tax bills. Solicitor Tilley explained that the right-of-way would be attached to the existing property creating one larger property.

Solicitor Walter Tilley asked if anyone from the audience had any comments or wanted to address the vacating of the right-of-way. Mr. Jeffrey Hice of 97 Oak Hills Drive came forward and acknowledged that the right-of-way to be vacated would be attached to his property and wanted to know where his new property line would be located. He offered a copy of a site plan of his property that he got from York County. He would like to avoid hiring a surveyor if possible by having someone tell him where his property line will be.

Solicitor Tilley asked the Township's Engineer Christopher Toms to address Mr. Hice's question. Township Engineer Chris Toms proceeded to explain the site plan layout and how he should measure for his property line.

Solicitor Tilley asked if there was anyone else present who wanted to present testimony on Ordinance #2018-04 and received no reply. He then asked the Board of Supervisors if any of them had any questions or comments and received to reply.

At this point Solicitor Walter Tilley closed the hearing at 7:10 p.m.

Chairman Hartlaub then asked for a motion to adopt Ordinance #2018-04.

Supervisor Ault made a motion to adopt Ordinance #2018-04 vacating a portion of Oak Hills Drive (T-305) located adjacent to a Lot at 97 Oak Hills Drive, seconded by Supervisor Rynearson. In a roll call vote of those Supervisors present - four yeses, the **Motion carried**. Supervisor Staaf was not present.

Regular Meeting

Tuesday, December 18, 2018
7:10 p.m.

The Regular Meeting of the West Manheim Township Board of Supervisors was held on Tuesday, December 18, 2018, at the Municipal Building at 2412 Baltimore Pike, Hanover, PA 17331. Chairman Hartlaub called the Meeting to Order at 7:10 p.m., followed by the Pledge to the Flag and Invocation by Supervisor Ault.

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

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

APPROVAL OF MINUTES: Supervisor Ault made a motion to approve the Minutes of the Board of Supervisors Work Session Meeting of Thursday, December 6, 2018, seconded by Supervisor Blettner. **Motion carried**.

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

CORRESPONDENCE: Chairman Hartlaub noted the Board received no correspondences.

REC. BOARD REPORT: Kelli Reed, representative for the Recreation Board informed the Board that there was nothing to add to her submitted report (copy on file).

Chairman Hartlaub pointed out on the West Manheim Township Park and Recreation Board Report that the Rec Board is suggesting a rate increase for park rentals. Chairman Hartlaub would like to see pavilion rentals increased to \$50 instead of the recommended \$45. He suggested raising the volleyball court rental to \$20 instead of the recommended \$15. He also suggested raising the horseshoe pit rental the same as the volleyball court rental amount, but Supervisor Rynearson thought that was too much of an increase, so it will stay at the recommended amount increase from \$10 to \$15.

Supervisor Rynearson made a motion to accept the Recreation Board Report with the increased changes to the pavilion and volleyball court rental, seconded by Supervisor Ault. **Motion carried.**

Township Manager Marc Woerner informed the Board that the changes would be reflected on the Fee Schedule Resolution that will be adopted at the Re-Organizational meeting on January 7, 2019.

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

ENGINEER REPORT: Chris Toms, C. S. Davidson, had nothing new to add to his submitted report (copy on file) but did have two items that need to be addressed. The first item was the 2018 Sanitary Sewer Repairs (1204.6.22.00) that the Board received at the December Workshop. He reminded the Board members that they must act on the bids within 60 days. He recommended either, accept the bids, table the bids or reject the bids.

Supervisor Ault made a motion to table the bids until the January meeting, seconded by Supervisor Rynearson. **Motion carried.**

A. Motion to approve the request for Public Improvements Security Reduction for J. A. Myers Building & Development for Homestead Acres Phase #1 to provide a remaining balance of \$876,734.00

The second item he needed action on, was the release of public improvements security reductions for J. A. Myers. He explained the reduction is based upon the trees that have been installed per the reduction request, which has been verified.

Supervisor Ault made a motion to approve the request for Public Improvements Security Reduction for J. A. Myers Building & Development for Homestead Acres Phase #1 to provide a remaining balance of \$876,734.00, seconded by Supervisor Rynearson. **Motion carried.**

Supervisor Rynearson made a motion to accept the Solicitor's and the Engineer's reports as presented, seconded by Supervisor Ault. **Motion carried.**

REPORTS: (Copies in Township file)

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

Supervisor Ault made a motion to accept all reports listed from A to H under Reports, seconded Supervisor Blettner. **Motion carried.**

MANAGER REPORT: Township Manager Marc Woerner had nothing new to add to his submitted report (copy on file)

Supervisor Blettner made a motion to accept the Manager Report as presented, seconded Supervisor Rynearson. **Motion carried.**

OLD BUSINESS:

- A. Ordinance #2018-04 vacating a portion of Oak Hills Drive (T-305) located adjacent to a Lot at 97 Oak Hills Drive

The motion to adopt Ordinance #2018-04 was acted upon immediately following the public hearing.

- B. Motion to approve the hiring of Kim Lindner and Elyssa Cool as part-time EMTs

Supervisor Ault made a motion to approve the hiring of Kim Lindner and Elyssa Cool as part-time EMTs, seconded by Supervisor Blettner. **Motion carried.**

NEW BUSINESS:

- A. PSATS Membership for 2019-Motion to Continue PSATS Membership for \$2,220

Chairman Hartlaub questioned why one supervisor’s PSATS dues is four times as much as the other supervisors’ due. Township Manager Marc Woerner explained that was for an additional membership for TEMA. Supervisor Ault expressed that he did not need his subscription to PSATS Township News.

Supervisor Ault made a motion to approve the PSATS Membership for 2019, seconded by Supervisor Rynearson. Motion carried.

B. Motion to adopt Resolution #2018-16 fixing the real estate tax rates and assessments, the per capita tax, and the earned income tax levy for fiscal year 2019

Supervisor Rynearson made a motion to adopt Resolution #2018-16 fixing the real estate tax rates and assessments, the per capita tax, and the earned income tax levy for fiscal year 2019, seconded by Supervisor Ault. **Motion carried.**

C. Motion to adopt Resolution # 2018-17 to allow the Transfer of Unencumbered Monies

Supervisor Ault made a motion to adopt Resolution # 2018-17 to allow the Transfer of Unencumbered Monies, seconded by Supervisor Rynearson. **Motion carried.**

D. Motion to adopt Resolution #2018-18 2019 Wages and Salaries

Supervisor Rynearson made a motion to adopt Resolution #2018-18 2019 Wages and Salaries, seconded by Supervisor Blettner. **Motion carried.**

At this point in the meeting Chairman Hartlaub informed those present that West Manheim Township needed to adopt a Grievance Form for township employees.

Supervisor Rynearson made a motion to adopt the newly created West Manheim Township Grievance Form, seconded by Supervisor Blettner. **Motion carried.**

SUBDIVISION PLANS:

A. EXTENSION REQUEST

1. South Hanover Medical Office – Final Land Development Plan, review time expires 01/01/2019

Supervisor Ault made a motion to grant the extension request for South Hanover Medical Office-Final Land Development through April 17, 2019, seconded by Supervisor Blettner. **Motion carried.**

B. ALL TO BE TABLED:

South Hanover Medical Office – Final Land Development Plan, review time expires 01/01/2019
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
Steeple Chase, 12-lot Final, review time expires 04/17/ 2019

Supervisor Ault made a motion to table to the date that is indicated, South Hanover Medical Office – Final Land Development Plan, review time expires 01/01/2019; Steeple Chase, 12-lot Final, review time expires 04/17/ 2019; 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 Rynearson. **Motion carried.**

SUPERVISORS AND/OR PUBLIC COMMENTS: Chairman Hartlaub asked all present if anyone wanted to address the Board and received no reply

NEXT SCHEDULED MEETINGS: Supervisors - Re-Organizational Meeting for January 7, 2019 at 6:00 p.m. The Supervisors Caucus will start immediately following the Re-Organizational Meeting, with Supervisors Work Session starting at 7 p.m. Supervisor Regular Meeting – Tuesday, January 15, 2019 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: Supervisor Ault made a motion to adjourn the Regular Meeting at 7:35 p.m., seconded by Supervisor Rynearson. **Motion carried.**

Miriam E. Clapper, Secretary

Chairman