

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

Regular Meeting

Tuesday, March 19, 2019  
7 p.m.

The Regular Meeting of the West Manheim Township Board of Supervisors was held on Tuesday, March 19, 2019, 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, Hartlaub, Rynearson and Staaf. Also present were, the Township Manager Marc Woerner, Township Solicitor Walter Tilley, III, Township Engineer Chris Toms and Township Secretary Miriam Clapper. Supervisor Blettner was not present. A quorum was present.

ANNOUNCEMENT: Chairman Hartlaub informed those present that an executive session was held before the meeting to discuss a variety of issues.

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

APPROVAL OF MINUTES: Supervisor Ault made a motion to approve the Minutes of the Board of Supervisors Work Session Meeting of March 7, 2019, seconded by Supervisor Rynearson. **Motion carried.**

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

CORRESPONDENCE: Chairman Hartlaub noted the Township received no correspondences.

REC. BOARD REPORT: Kelli Reed representing the Recreation Board had nothing new to add to her submitted report but did need approval on two items within her report and one that she received before the meeting.

The first item Kelli explained was the Park Board would like to purchase a National Demonstration Site sign for the playground. The sign has a QR code that allows visitors to send feedback on the park and this feedback would be valuable to the township in making future decisions on the recreation park. The cost for the sign is \$420.00.

Supervisor Ault made a motion to approve the purchase of the National Demonstration Site sign for the cost of \$420.00, seconded by Supervisor Rynearson. **Motion carried.**

The second item was an event put on by the Hanover Cyclers. She explained that they were asking for permission to use the entrance as a water station for the Hanover Shoe Farm Tour bicycle ride on May 19, 2019.

Supervisor Ault made a motion to approve the use of the entrance to the rec. park for a water station by the Hanover Cyclers, seconded by Supervisor Rynearson. **Motion carried.**

The last item for Kelli to bring before the Board was a request for permission to have a barrel train at the grand opening of the playground. The train consists of a tractor pulling four to five open barrels. Children sit inside the open barrels as they are driven around the park. She wanted to know what the members of the Board thought of the idea before she pursued it any further. The cost would be between \$300 to \$400. The Board suggested she find out who would be responsible for the operation of the train and who provides the insurance of liability before they made their decision.

Supervisor Ault made a motion to accept the Recreation Board Report as submitted, 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, pointed out on his report dated March 2019 the potential bridge and road projects for the township. He informed the Board members that he heard from Gary Peacock from the York County Conservation District that there is additional money available through the Dirt & Gravel Road program. Chris explained that the bridge on Impounding Dam Road is being inspected every six months on the recommendations of C.S. Davidson because of its poor condition. Chris explained that C.S. Davidson recommends that the township resubmit the application since there appears to be additional funding for the project. Application deadline is May 23, 2019.

Chris passed out pictures of Bridge #375, Beck Mill Road. He reminded the Board members that C.S. Davidson recommended cleaning and painting of the steel at the last meeting. He wanted to show the Board the condition of the bridge and ask for authorization to proceed with the permit application. He cannot guarantee how fast it will get through DEP, but if the Township wants to get it done this season, he needs to get the application in to DEP. Board members expressed they were fine with Township Engineer Chris Toms submitting an application to DEP.

Chris proceeded to discuss the Dirt & Gravel Road program. He reminded the Board members that they did apply and have received grant approval for the 8-foot multi-plate arch culvert on Ross Road last year. He informed the Board that C.S. Davidson has made permit application to DEP and anticipates having the permit by May.

He then reviewed a hand-out titled, 2019 Street Improvements (copy on file). He explained that the hand-out was revised for preliminary cost estimates based on the comments from the last meeting on road work and the other revision was based on meeting with Gary Peacock, because they have additional money for dirt and gravel roads and some money available for low-volume roads. He then proceeded to review the base bid roadway

improvements for Musselman Road from Black Rock Road to house #230 upper driveway, Musselman Road from house #230 upper driveway to Frogtown Road, Grand Valley Road from St. Barts to Township line.

After discussing the roadway improvements, Township Engineer Chris Toms moved on to the alternate road improvements. He explained the items that are highlighted, C.S. Davidson would seek grant funding for that work. He then reviewed the roadway projects for Frogtown Road FDR Hobart Road to Musselman Road, Garrett Road and a small section of Warner Road, (FDR) with Garrett Road and Warner Road (DSA). This was with the understanding that the Township would be responsible for all the drainage improvements, both the pipe materials, labor, equipment time, and cost. The additional aggregate would be covered under the dirt and gravel road funds. Chris felt that Warner Road would get the grant funding, but wasn't sure about Frogtown and the Garrett/Warner Road. He suggested making application for all three road projects.

Supervisor Ault questioned if Frogtown Road, Garrett/Warner Roads, and Warner Road would be advertised since they would need grant funding. Township Engineer Chris Toms explained that he would advertise both the base bid roads and the alternate bid roads. He explained the alternate bids would be written with language stating the intent of the work to be done if funding is received. Township Engineer Chris Toms again referred to his handout 2019 Street Improvements, explaining that the first page were roads that the Township had already decided to complete this year referred to as the base bid. On the second page of the 2019 Street Improvements is the alternate bids which, would be awarded based on funding. He informed the Board that the applications were due the last week in May to receive the potential funding approval in June.

Supervisor Ault and Township Engineer Chris Toms discussed the cost of doing all the road projects listed on the 2019 Street Improvements realizing the road projects for 2019 exceeded the \$310,000 the Township had budgeted. Chairman Hartlaub suggested advertising all the road projects. Supervisor Ault pointed out that with or without the grant money, the Township is still responsible for \$615,000 for road projects. Township Engineer Chris Toms suggested before advertising the road projects if the Board was comfortable pulling the additional \$300,000 need for the road projects from township reserves. If the Board was not comfortable with the additional money, he would recommend before bidding the projects, to reduce the scope of the projects.

Chairman Hartlaub asked the Board what they wanted to do, and Supervisor Ault was fine with withdrawing the additional funds from the reserves to complete the 2019 road projects. Township Engineer Chris Toms asked the Board members to turn to page three of his handout. He explained under Source of Funds were the budget line items that the Board had set aside for roadwork in 2019. He also suggested reviewing the assumptions listed on the same page, pointing out item #2 the scratch and leveling project on Grand Valley Road and Musselman Road (lower part). He wanted to make the Board aware that this was a "band-aid" type treatment. Supervisor Staaf wanted to know if they would be sealing the road. Supervisor Ault explained they would be just leveling the road then putting asphalt down. Then next year they would go back and seal it with tar and chip. Township Engineer Chris Toms explained if there were defects in the road, this would not address those

defects. He explained that if while doing this any base defects occur, the Public Works crew would complete the base repair prior to application of the tar and chip. He continued to review items three through six.

Township Engineer Chris Toms then explained that to submit the application to the York County Conservation District, C.S. Davidson needs to have the FDR mix designs completed before the application due date of May 23, 2019. He explained that he called GTA and they recommended that the Township dig the holes and they will be there to take the samples back to the lab. To collect ten sample locations on the four roads and to do the mix designs the cost will be \$9,450. He explained for the cost the Township would get ten sample locations, each site would get three mix designs at different concentrations and the final report.

Township Manager Marc Woerner explained that the mix designs must be submitted with the grant application. Supervisor Staaf questioned if the Township needed to use GTA. Township Engineer Chris Toms stated that the local reclamation companies use GTA. Board members questioned the cost, core samples and grant approval. Township Manager Marc Woerner explained that the information from the mix designs remain with the Township ready for use at any time. Supervisor Ault explained that his motion would give Township Engineer Chris Toms authorization to core drill at all 10 locations, to get soil samples done, apply for the grant, and put these roads and bridge out for bids with Frogtown Road, Garrett/ Warner Road and Warner Road out for alternate bid.

Supervisor Ault made a motion to give authorization for the Township's Public Works Department to do the core samples, to give the core samples to GTA for analysis, and authorize Township Engineer, Chris Toms to make application for Frogtown Road (Hobart to Musselman), Garrett/Warner Road and Warner Road. Also, put out for bid Musselman Road (Black Rock Road to house #230 upper driveway) for full depth reclamation. Musselman Road (house #230 upper driveway, to Frogtown Road for a scratch and two- and half-inch overlay. Grand Valley Road (St. Barts to township line) for a scratch coat and two- and half-inch overlay. With an alternate bid for Frogtown Road with full depth reclamation and three inches of 19 mm, Garrett/Warner Road with full depth reclamation and three inches of 19 mm of asphalt and Warner Road with DSA and bridge #375 on Beck Mill Road to clean and paint the steel beams, seconded by Supervisor Rynearson. Motion carried.

Township Engineer Chris Toms also informed the Board members that he would be meeting with township staff to discuss the MS 4 reports. The township must have all the activities completed by June, and the report submitted by September 30, 2019.

Chris Toms also requested that Area 6 of the Act 537 be the topic for the next workshop meeting.

Supervisor Rynearson made a motion to approve the Solicitor's Report and the Engineer's Report as submitted, seconded by Supervisor Staaf. Motion carried.

REPORTS:

- A. Monthly Budget Review – Treasurer’s Report - February 2019
- B. Chief of Police, Monthly Activity Report – February 2019
- C. Public Works Report – February 2019
- D. Pleasant Hill Volunteer Fire Co.-EMS Reports – February 2019
- E. EMA Report – February 2019
- F. Code Enforcement Officer Report – February 2019
- G. Utilities Supervisor’s Report – February 2019
- H. SEO Report – February 2019

Supervisor Ault made a motion to accept the Reports A through H as submitted, seconded by Supervisor Rynearson. Motion carried.

MANAGER REPORT:

Supervisor Rynearson made a motion to accept the Manager’s Report and as submitted, seconded by Supervisor Staaf. Motion carried.

OLD BUSINESS: Chairman Hartlaub indicated that there was no old business to be discussed.

NEW BUSINESS:

At this time, Andy Hoffman of 2575 Baltimore Pike approached the Board to request a reduction in the street light tax since the township had streetlights replaced by Met-Ed and to voice his concerns about the merging of the fire dept. Supervisor Rynearson informed Mr. Hoffman that he and Supervisor Staaf have attended a series of meeting to discuss the needs of the fire department.

A. Motion to execute the Local Municipality Participation Form for York County Local Bridge Inspection Program (2019-2023)

Supervisor Staaf made a motion to execute the Local Municipality Participation Form for York County Local Bridge Inspection Program (2019-2023), seconded by Supervisor Rynearson. Motion carried.

B. Motion to approve the hiring of Matthew Barnes as a part-time EMT

Supervisor Ault made a motion to approve the hiring of Matthew Barnes as a part-time EMT, seconded by Staaf. Motion carried.

SUBDIVISIONS PLAN:

A. EXTENSION REQUESTS PER DEVELOPER LETTERS:

B. ALL TO BE TABLED:

Steeple Chase, 12-lot Final, review time expires 04/17/ 2019

J. A. Myers – Homestead Acres – Phase 2 – 42 Lot Final Subdivision Plan, review time expires 04/30/2019

J. A. Myers – Homestead Acres – Phase 3 – 57 Lot Final Subdivision Plan, review time expires 04/30/2019

Joshua Hill Farm, 124 - lot Preliminary, review time expires 07/17/2019

The Warner Farm, 15-lot Preliminary, review time expires 07/17/2019

Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, review expires 07/17/2019

Supervisor Ault made a motion to table to the date that is indicated, Steeple Chase, 12-lot Final, review time expires 04/17/ 2019; J. A. Myers – Homestead Acres – Phase 2 – 42 Lot Final Subdivision Plan, review time expires 04/30/2019; J. A. Myers – Homestead Acres – Phase 3 – 57 Lot Final Subdivision Plan, review time expires 04/30/2019; Joshua Hill Farm, 124 - lot Preliminary, review time expires 07/17/2019; The Warner Farm, 15-lot Preliminary, review time expires 07/17/2019; Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, review expires 07/17/2019, seconded by Supervisor Rynearson. Motion carried.

SUPERVISOR AND/OR PUBLIC COMMENTS:

Chairman Hartlaub announced that the Board would be going into an executive session.

18. Next Scheduled Meetings: Supervisors Work Session – Thursday, April 4, 2019 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, April 16, 2019 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

19. ADJOURNMENT:

Supervisor Ault made a motion to adjourn and go into an executive session at 8:10 p.m., seconded by Supervisor Rynearson. Motion carried.

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Miriam E. Clapper, Secretary

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Chairman