

# WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS

## WORK SESSION

**Thursday, December 5, 2019, 2019 - 7:00 p.m.**

Chairman Hartlaub called the Work Session to Order at 7:05 p.m., followed by the Pledge to the Flag and Invocation by Supervisor Ault.

ROLL CALL: Present were Supervisors Ault, Blettner, Hartlaub, Ryneerson, Staaf, Township Solicitor Walter Tilley, III, Township Engineer Chris Toms, Township Manager, Marc Woerner and Township Secretary, Miriam Clapper. A quorum was present.

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

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 Regular Board of Supervisors Meeting of Tuesday, November 19, 2019, seconded by Supervisor Ryneerson. **Motion carried.**

CORRESPONDENCE: Chairman Hartlaub noted the Township received no correspondences.

### APPROVAL OF DISBURSEMENTS:

The Disbursements from all Funds were approved, as listed, in a motion by Supervisor Ryneerson, seconded by Supervisor Blettner. **Motion carried.**

### ACTION/DISCUSSION ITEMS:

#### ACTION ITEMS

A. Motion to approve the Klugh Animal Control Services Contract for 2020

Supervisor Ault questioned the two contracts that Klugh Animal Control Services presented for approval.

Township Manager Marc Woerner explained that the Board had two options. The first options is a flat hourly rate and the second option is a retainer with hourly terms. He explained in the past the Township has approved the hourly terms. The flat hourly rate is new for 2020.

After discussing the two options the contract for 2020 was tabled.

Supervisor Ault made a motion to table Action Item "A" until the next meeting, seconded by Supervisor Ryneerson. **Motion carried.**

B. Motion to approve the SPCA – 2020 Animal Care and Housing Agreement

Supervisor Ault made a motion to approve the SPCA – 2020 Animal Care and Housing Agreement not to exceed \$3,988.16, seconded by Supervisor Rynearson. **Motion carried.**

C. Motion to approve Whitetail Ridge LLC/Grayson P. Amy J. Wingert – Minor Final Subdivision Plan  
(Review Time Expires 1/22/2020)

Scott Barnhart representing the Whitetail Ridge LLC/Grayson P. Amy J. Wingert – Minor Final Subdivision to ask for final approval on the plan. He explained that they have addressed all of the engineer's comments.

Supervisor Ault made a motion to approve the Whitetail Ridge LLC/Grayson P. Amy J. Wingert – Minor Final Subdivision Plan contingent upon all rec fee being paid tomorrow, December 6, 2019, seconded by Supervisor Blettner. **Motion carried.**

#### DISCUSSION ITEMS

A. Set time for the Re-Organizational Meeting on January 6, 2020

Chairman Hartlaub explained that the Board needed to set a time for the re-Organizational Meeting on January 6, 2020.

Supervisors Ault made a motion to set time for the Re-Organizational Meeting on January 6, 2020 at 6 p.m. with caucus at 5:30 p.m., seconded by Supervisor Rynearson. **Motion carried.**

At this point in the meeting Township Manager, Marc Woerner explained that Mr. Robert Sharrah of Sharrah Design was present to discuss the Developer's Agreement for the Subdivision known as Harper's Hill.

Mr. Sharrah then approached the Board and explained that Attorney Daniel Frey had drafted the Agreement and the Township's Solicitor and the Township's Engineer have reviewed it. Mr. Sharrah believe it is consistent with what was previously discussed and at the meeting on December 17, 2019 the developer will be asking for final approval on the Harper's Hill Plan, so they would like to be able to get approval on the Developer's Agreement at that meeting.

Township Engineer Chris Toms reminded the Board members that they had mentioned this in caucus. The length of the culvert width extension was going to be less for permit reasons, it will be a 12-foot extension. Chris then explained that will cause a slight jog in the sidewalk to accommodate the length restriction, which will shorten the amount of box culvert that will be involved.

Chris Toms then explained that the agreement will be in the Board members packet for the December 17, 2019 board meeting for them to review. He explained that the only items for the developer is to have the Developer's Agreement to improve the bridge approved, public improvement security approved, pay rec fees, and tapping fees for sewer.

Township Solicitor Walt Tilley informed the Board that he and the Developer's attorney, Attorney Frey have both reviewed the agreement, along with the Township's Engineer have made all necessary changes and all agree with the terms of the agreement. It is now ready for the Board's consideration for approval.

Supervisor Ault asked what the dollar amount the township needs for the bridge improvement. Mr. Sharrah answered that no one knew the cost at this time. Township Engineer Chris Toms also said that there were no dollar amounts in the agreement at this time. Now that have what they need, they will work up a quote of the Township's obligation. Solicitor Walt Tilley suggested having it for the next meeting so if the Board approves the plan, which includes the Township's obligation with the Developer's Agreement they should know what the cost should be.

Robert Sharrah asked Chris Toms if he would be able to prepare the quote by the next meeting, and Chris said that it would be a budgetary quote; it won't be final quote because of some of the items that will need to be addressed during the design.

Chris Toms explained that the Township would not be paying for the design, but that during the design process they might find that they need a special connection needs to be designed and constructed or might need to be incorporated into the structure when delivered. He then suggested giving the Township a range of what the project would cost the Township. Supervisor Ault suggested a not to exceed amount for budgetary reasons.

Robert Sharrah informed the Board the biggest change to the Developer's Agreement was the Township's Engineer would do the design work and the Developer would pay for the design. He then showed the Board a copy of an updated drawing of the existing steel bridge and where the extension will take place. He also informed the Board that the Developer will handle permits needed by DEP.

Supervisor Ault then asked the Developer who is paying for all the permitting, all engineering cost for the design and the only cost to the Township will be the cost of the structure.

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

**NEXT SCHEDULED MEETINGS:** Board of Supervisors Regular Meeting – Tuesday, December 17, 2019 at 7 p.m. with Supervisor Caucus at 6 p.m. Supervisors - Re-Organizational Meeting for Monday, January 6, 2020.

**ADJOURNMENT:** Chairman Hartlaub adjourned the meeting at 7:30 p.m.

Respectfully submitted,

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Miriam Clapper, Secretary

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Chairman