

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Tuesday, April 21, 2020
7 p.m.

On Tuesday, April 21, 2020, the Regular Meeting of the West Manheim Township Board of Supervisors West Manheim Township was conducted through the GoToMeeting video conferencing software due to the Governor's stay at home order from the COVID-19 Pandemic. Chairman Ault called the Meeting to Order at 7:08 p.m., followed by the Pledge to the Flag and a moment of silence.

ROLL CALL: Present were Supervisors Ault, Hartlaub (via cell phone), Krysiak, Rynearson and Staaf. Also present were, the Township Manager Marc Woerner, Township Solicitor Walter Tilley, III Township Engineer Chris Toms from C. S. Davidson, Inc and Township Secretary Miriam Clapper. A quorum was present.

ANNOUNCEMENT: Chairman Ault asked all present if anyone wanted to address the Board and received no answer.

APPROVAL OF MINUTES: Supervisor Krysiak made a motion to approve the Minutes of the Board of Supervisors Regular Meeting of March 17, 2020, seconded by Supervisor Staaf. Motion carried.

DISBURSEMENTS: Supervisor Rynearson made a motion to approve the Disbursements of all Funds (as listed), seconded by Supervisor Krysiak. In a roll call vote the **Motion carried**.

CORRESPONDENCE: Chairman Ault informed those present that the Township received a letter from the residents of Valley View Drive concerning a property on Valley View Drive. He then went on to inform those residents who attended the meeting via GoToMeeting on what ordinances the township could enforce. In what the residents of Valley Drive have described in their letter it would be the Property Maintenance Code Ordinance. Chairman Ault explained the Township cannot regulate appearance, and if the property is not in violation of the property maintenance code, there is little that the Township can do. He also explained that the neighbors may have more rights, because they can assert a nuisance claim. He explained that together they could hire attorney who may be able to get them added relief, particularly if they feel property values are affected as they assert in their letter.

Solicitor Tilley indicated that the township would supply a copy of the enforcement letter and the pages from the Property Maintenance Code that pertain to the violations that the township can enforce.

A. Letter from the residents of Valley View Drive

B. Woodhaven Bldg. & Dev. – High Pointe at Rojen South Section – Phase II

Supervisor Ault informed those present that the township received notice that the Developer of High Pointe at Rojen Farms South Section Phase II would be submitting final plans for Phase D and possibly the final plans for all the remaining 104 lots.

Supervisor Rynearson made a motion to approve the correspondences as received, seconded by Supervisor Krysiak. In a roll call vote the **Motion carried.**

RECREATION BOARD REPORT: No report at this time

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

Supervisor Krysiak made a motion to accept the Solicitor's Report, seconded by Supervisor Rynearson. In a roll call vote the **Motion carried.**

ENGINEER'S REPORT: Township Engineer Christopher Toms, C. S. Davidson, had nothing new to add to his submitted report (copy on file), but did ask the Board to act on the two motions listed on the agenda. He explained the motions were to award contracts for the road work to be done in 2020.

A. A motion to award Contract No. 1 for Full Depth Reclamation of Utz Drive to Kinsley Construction, Inc. with the condition that Bid Item 2.08.03, Aggregate Shoulder Stabilization will be removed from the contract, thereby making the Contract Total, based on estimated quantities, \$111,052. Shoulder stabilization will be completed by Township forces.

Chairman Ault made a motion to award Contract No. 1 for Full Depth Reclamation of Utz Drive to Kinsley Construction, Inc. with the condition that Bid Item 2.08.03, Aggregate Shoulder Stabilization will be removed from the contract, thereby making the Contract Total, based on estimated quantities, \$111,052. Shoulder stabilization will be completed by Township forces, seconded by Supervisor Rynearson. In a roll call vote, the **Motion carried.**

A motion award Contract No. 2 for Chip Seals to Hammaker East, LLC. The Contract Total, based on estimated quantities, is \$49,626.

Chairman Ault made a motion to award Contract No. 2 for Chip Seals to Hammaker East, LLC. The Contract Total, based on estimated quantities, is \$49,626, seconded Supervisor Krysiak. In a roll call vote, the **Motion carried.**

REPORTS:

- A. Monthly Budget Review – Treasurer's Report - March 2020
- B. Chief of Police, Monthly Activity Report – March 2020
- C. Public Works Report – March 2020
- D. Pleasant Hill Volunteer Fire Co.-EMS Reports – March 2020
- E. EMA Report – March 2020
- F. Code Enforcement Officer – March 2020

G. SEO Report – March 2020

Chairman Ault made a motion to accept the Engineer's Report and Reports A through G, as given, seconded by Supervisor Hartlaub. In a roll call vote, the **Motion carried.**

EMC Jason Baldwin gave an update on the Corona Virus (COVID-19) quarantine.

13. Manager Report

Supervisor Rynearson made a motion to accept the Manager Report, seconded by Supervisor Staaf. In a roll call vote, the **Motion carried.**

OLD BUSINESS:

A. On-lot Ordinance - Draft

Township Manager Marc Woerner explained to those present on the GoToMeeting video conferencing that the Board wanted to eliminate having the sewage enforcement officer on site before, during and after the on-lot pumping inspection. There will still be the required four-year pumping cycle. He explained that the property owners with on-lot septic system would be able to get a pumper of their choice and their pumper would then supply the necessary reports to the township for reporting purposes.

Marc Woerner, Township Manager also explained that if the Board were to adopt the ordinance, it would also reduce the cost to the property owner for the application to have the septic system located on their property certified to be in working order.

Chairman Ault made a motion to advertise the On-Lot Ordinance, seconded by Supervisor Hartlaub. In a roll call vote, the **Motion carried.**

B. Edna Myers Lane - address concerns for emergency responders

Chairman Ault made a motion to table Edna Myers Lane address concerns for emergency responders, seconded by Supervisor Hartlaub. In a roll call vote, the **Motion carried.**

NEW BUSINESS:

A. Real Estate Taxes

Chairman Ault made a motion to adopt the same provisions adopted by the county. So, if the county leaves the penalty provisions in place, then the municipalities will do the same; if the county extends the deadline for the

penalty to December 31 by reducing the penalty to 0% until that date, the municipalities will follow suit as well, seconded by Supervisors Hartlaub. In a roll call vote, the **Motion carried.**

B. Stormwater Assessment

Chairman Ault explained that during the COVID-19 pandemic the Board has decided to extend the enforcement of the \$50 late fee penalty until July 15, 2020, for the Stormwater Assessment. He explained that the Stormwater Assessment fee is \$13.66 and after April 15, 2020, the late fee penalty is \$50, and the property is turned over to collections.

Chairman Ault made a motion to extend the enforcement of the \$50 late fee penalty until July 15, 2020, before the property is assessed and turned over for collection, seconded by Supervisor Rynearson. In a roll call vote, the **Motion carried.**

C. Generator Installation bid specifications quote

Chairman Ault reported that the Township received the cost for Paragon Engineering Service to provide the spec sheets for the design phase for the generator for the township office building in the amount of \$3,400. Bidding/construction administration phases and any other work that might need to be done would be at an hourly rate. CS Davidson will assist with the bid specs in the amount not to exceed \$4,000.

Chairman Ault made the motion for the design phase for Paragon Engineering not to exceed \$3,400 except for any added hourly fees and for CS Davidson not to exceed \$4,000, seconded by Supervisor. In a roll call vote, the **Motion carried.**

D. Property and Liability Insurance quotes

Chairman Ault and Township Manager Marc Woerner spoke on the various quotes the township received (copies on file)

Chairman Ault made a motion to renew the SWIF insurance for \$19,645 seconded by Supervisor Staaf. In a roll call vote, the **Motion carried.**

Chairman Ault made a motion to approve the property and liability insurance quote from Weber Insurance out of Hanover, seconded by Supervisor Krysiak. In a roll call vote of 4 “yays”, the **Motion carried.** Supervisor Rynearson was not ready to make a commitment. When ask if he was a no, Supervisor Rynearson stated it was a pass.

E. Extension of Emergency Declaration June 4, 2020

Solicitor Walt Tilley explained that the Board had two Emergency Declaration extend to June 4, 2020, to provide the opportunity to allow the Township to remain eligible for any funds that would be available, as well to provide emergency powers should that become necessary.

Chairman Ault made a motion to extend the Emergency Declaration until June 4, 2020, seconded by Supervisor Staaf. In a roll call vote, the **Motion carried**.

F. Public Works Building - reverse subdivision and stormwater job order

Supervisor Krysiak made a motion to approve the reverse subdivision and stormwater job order in the firm price of \$3,958, seconded by Supervisor Staaf. In a roll call vote the Motion carried.

G. Motion to grant the request by the West Manheim Lions Club & Pleasant Hill Vol. Fire Company to hold the Annual "Wine Tasting on the Hill" on Saturday, September 26th and Sunday, Sunday 27th.

Supervisor Krysiak made a motion to grant the request by the West Manheim Lions Club & Pleasant Hill Vol. Fire Company to hold the Annual "Wine Tasting on the Hill" on Saturday, September 26th and Sunday, Sunday 27th, seconded by Supervisor Staaf. In a roll call vote, the **Motion carried**.

SUBDIVISION PLANS:

A. EXTENSION REQUESTS PER DEVELOPER LETTERS:

B. ALL TO BE TABLED:

- West Manheim Township Preliminary/Final Land Development Plan (review time expires 06/03/2020)
- Belmont Ridge Phase V – 203 Lot – Preliminary Plan (review time expires 06/05/2020)
- Belmont Ridge Phase 3 and Phases 4, 224 Lot Preliminary Plan (review time expires 06/18/2020)
- Lexington 2A Preliminary/Final Land Dev. (review time expires 06/18/2020)
- Whitetail Ridge – Phase 2 Minor Subdivision Plan (review time expires 07-04-20520)
- Joshua Hill Farm, 124 - lot Preliminary (review time expires 01/21/2021)
- The Warner Farm, 15-lot Preliminary (review time expires 01/21/2021)
- Preserves at Codorus Creek IV (Marlee Hill) 79 - lot Preliminary (review expires 01/21/2021)

Chairman Ault made a motion to table to the date that is indicated: West Manheim Township Preliminary/Final Land Development Plan (review time expires 06/03/2020); Belmont Ridge Phase V – 203 Lot – Preliminary Plan (review time expires 06/05/2020); Belmont Ridge Phase 3 and Phases 4, 224 Lot Preliminary Plan (review time expires 06/18/2020); Lexington 2A Preliminary/Final Land Dev.

(review time expires 06/18/2020); Whitetail Ridge – Phase 2 Minor Subdivision Plan (review time expires 07-04-20520); Joshua Hill Farm, 124 - lot Preliminary (review time expires 01/21/2021); The Warner Farm, 15-lot

Preliminary (review time expires 01/21/2021); Preserves at Codorus Creek IV (Marlee Hill) 79 - lot Preliminary (review expires 01/21/2021), seconded by Supervisor Rynearson. **Motion carried.**

SUPERVISORS AND/OR PUBLIC COMMENTS:

Chairman Ault informed the Board that Supervisor Staaf had resigned as liaison to the Pleasant Hill Volunteer Fire Department and Chairman Ault will become the liaison to the Pleasant Hill Volunteer Fire Department along with Supervisor Rynearson

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Thursday, May 7, 2020 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, May 19, 2020 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: Chairman Ault made a motion to adjourn the meeting at 8:09 p.m., seconded by Supervisor Krysiak. Motion carried.

Respectfully,

Miriam Clapper, Secretary

Chairman