

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Tuesday, May 19, 2020
7 p.m.

On Tuesday, May 19, 2020, the Regular Meeting of the West Manheim Township Board of Supervisors took place at the Municipal Building at 2412 Baltimore Pike. Chairman Ault called the Meeting to Order at 7:15 p.m., followed by the Pledge to the Flag and Invocation.

ROLL CALL: Present were Supervisors Ault, Hartlaub, Krysiak, Ryneerson 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 Ryneerson made a motion to approve the Minutes of the Board of Supervisors Regular Meeting of April 21, 2020, seconded by Supervisor Krysiak. Motion carried.

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

CORRESPONDENCE: Chairman Ault noted the Township received no correspondences.

Chairman Ault made a motion that the Township received no correspondences, seconded by Supervisor Krysiak. **Motion carried.**

RECREATION BOARD REPORT: Chairman Ault noted that the Board did receive a report for the Recreation Board and read the report (copy in file).

Supervisor Krysiak made a motion to accept the Recreation Board Report, seconded by Supervisor Staaf. **Motion carried.**

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 Ault **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 award the sewer maintenance's contract and the bid for televising the sewer lines located on Reservoir Heights.

A. 2020 Sewer Maintenance

a. Menlena Circle bids

Supervisor Hartlaub made a motion to award the sewer maintenance contract for Menlena Circle to MacMor Construction for \$56,996.00 (Fifty-Six Thousand, Nine Hundred and Nine-Ninety Dollars), seconded by Supervisor Staaf. **Motion carried.**

b. Reservoir Heights televising RFP

Chairman Ault made a motion to award the televising of the sewer lines located on Reservoir Heights Drive to USG (Utilities Services Group) for \$2,198.00 (Two Thousand, One Hundred Ninety-Eight Dollars), seconded by Supervisor Krysiak. **Motion carried.**

Township Engineer Chris Toms also brought to the Board the number of pending new developments before the Planning Commission where they need to have the sewage planning module signed. He explained to the Board that the document says the township has enough capacity for that development (EDU's). In the past, at final plan approval, the township would require a developer pay for their EDU's at that time. Township Engineer Chris Toms explained that there is enough capacity to service the developments that are currently being reviewed. However, he feels that it would be better to have each developer enter into an agreement that they would agree to pay 60 percent of the base sewer charge per quarter to reserve that capacity prior to the township signing their planning module. Once they sign the agreement, they would start receiving a bill for reservation fees holding the capacity for their development. He explained that the Board had a copy of a draft sewage agreement for their review and for the solicitor's review. The Board directed the solicitor to review the agreement.

REPORTS:

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

Supervisor Rynearson a motion to accept the Engineer's Report and Reports A through G, as given, seconded by Supervisor Krysiak **Motion carried.**

13. Manager Report

Supervisor Krysiak made a motion to accept the Manager Report, seconded by Supervisor Rynearson. The **Motion carried.**

OLD BUSINESS:

A. Motion to adopt Ordinance # 2020-02

AN ORDINANCE GOVERNING MUNICIPAL MANAGEMENT OF ON-LOT SUBSURFACE SEWAGE DISPOSAL FACILITIES OF THE TOWNSHIP OF WEST MANHEIM, YORK COUNTY, PA.

Chairman Ault made a motion to adopt Ordinance #2020-02 an ordinance governing municipal management of on-lot subsurface sewage disposal facilities acted and effected as of June 1, 2020, seconded by Supervisor Rynearson. In a roll call vote of Supervisors Ault, Krysiak, Rynearson and Staaf voting “yes” and Supervisor Hartlaub voting “no”, the **Motion carried.**

Chairman Ault reminded the Board members that the current fee schedule listed the on-lot inspection and certification at \$75. He would like to see those administration cost lowered to \$30.

Chairman Ault made a motion to drop the current administration cost of \$75 down to \$30, seconded by Supervisors Staaf. **Motion carried.**

B. Edna Myers Lane - address concerns for emergency responders

Chairman Ault made a motion to table the Edna Myers Lane - address concerns for emergency responders, seconded by Supervisor Krysiak. Motion carried.

NEW BUSINESS:

A. Non-Uniform Pension revision

Chairman Ault made a motion to scratch the non-uniform pension revision off the agenda, seconded by Supervisor Krysiak. **Motion carried.**

B. Updated credit card machine

Township Secretary Miriam Clapper came before the Board to asking them to consider buying an updated credit card machine, which would be more secure in protecting credit card information. The credit card machine cost \$575 and the annual service cost \$60.

Supervisor Staaf made a motion to approve the purchase of an updated credit card machine, seconded by Supervisor Rynearson. **Motion carried.**

At this time Chairman Ault informed those present that there were a few items not on the agenda that needed action.

C. Separation of Employment Agreement – Township Treasurer

Supervisor Krysiak made a motion to allow the Township Manager to execute the severance agreement for the township's former treasurer, seconded by Supervisor Rynearson. **Motion carried.**

D. Conditional Offer of Employment for the Police Department

Chairman Ault made a motion to give conditional offer of employment to Josh Rummel, seconded by Supervisor Staaf. In a vote of Supervisors Ault, Krysiak, Rynearson and Staaf voting "yes" and Supervisor Hartlaub voting "no", the **Motion carried.**

E. Side Letter of Agreement

Chief Schneider explained to the Board that the officers are unable to use their vacation due to the COVID-19 crises. He explained that it is either use it or lose it. So, this would be a one-time payout for officers on their next anniversary date.

Chairman Ault made a motion to approve the Side Letter of Agreement, seconded by Supervisor Krysiak. **Motion carried.**

SUBDIVISION PLANS:

A. Whitetail Ridge Phase 2 – 6 lots Minor Subdivision Plan (review time expires 07/04/2020)

Ted Decker representing Whitetail Ridge Phase 2 – 6 lots Minor Subdivision Plan came before the Board of Supervisors to answer any questions the members had on the waiver requests. He then pointed out the proposed changes to all parcels and why the waivers were being requested. After all questions were satisfied, Chairman Ault asked for a motion on the waiver requests.

a. Waiver request to Article III, Section 235.10.A. Minor Subdivision and Land Development Plans of the West Manheim Township Subdivision and Land Development Ordinance to allow this plan to be considered as a Minor Subdivision Plan.

Supervisor Staaf made a motion to grant the waiver request to Article III, Section 235.10.A. Minor Subdivision and Land Development Plans of the West Manheim Township Subdivision and Land Development Ordinance to allow this plan to be considered as a Minor Subdivision Plan, seconded by Supervisor Hartlaub. **Motion carried.**

b. Waiver to Article V – Street Design Criteria - Section 235-45.B.9 Existing Streets for relief from public improvements to Dubs Church Road according to Section 235-46. The reason for the request is that there are no public improvements in this vicinity and the proposed lots are large ranging from 2 acres to 28 acres in size. Also, there are only 6 total lots proposed for this entire frontage. The developer is dedicating the required additional right of way as specified in the Ordinance.

Chairman Ault made a motion a motion to grant the waiver request to Article V - Street Design Criteria - Section 235-45.B.9 Existing Streets for relief from public improvements to Dubs Church Road according to Section 235-46, seconded by Supervisor Staaf. **Motion carried.**

B. EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Motion to grant the extension request for the West Manheim Township Preliminary/Final Land Development Plan (review time expires 06/03/2020) through September 4, 2020.

Supervisor Rynearson made a motion to grant the extension request for the West Manheim Township Preliminary/Final Land Development Plan through September 4, 2020, seconded by Supervisor Hartlaub. **Motion carried.**

2. Motion to grant the extension request for Belmont Ridge Phase V – 203 Lot – Preliminary Plan (review time expires 06/05/2020) through September 4, 2020.

Supervisor Hartlaub made a motion to grant the extension request for Belmont Ridge Phase V – 203 Lot – Preliminary Plan through September 4, 2020, seconded by Supervisor Staaf. **Motion carried.**

C. ALL TO BE TABLED:

- 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 07/04/2020)
- 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: 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 07-04-2020); 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:

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Thursday, June 4, 2020 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, June 16, 2020 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: Chairman Staaf made a motion to adjourn the meeting at 8:20 p.m., seconded by Supervisor Krysiak. Motion carried.

Respectfully,

Miriam Clapper, Secretary

Chairman