

**WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS**  
**YEAR 2019 RE-ORGANIZATION MEETING**  
**MONDAY, JANUARY 4, 2021**  
**7:00 P.M.**

The 2021 Re-Organizational Meeting of the West Manheim Township Board of Supervisors was held on the above date and time at the Municipal Building at 2412 Baltimore Pike, Hanover, PA and through the GoToMeeting video conferencing software due to the Governor's restrictions for the COVID-19 pandemic

**ELECTION OF TEMPORARY CHAIRMAN**

The Meeting was called to Order at 7:02 p.m. by Supervisor Ault, followed by the Pledge to the Flag and the Invocation.

ROLL CALL: Present were Supervisors Ault, Hartlaub, Krysiak, and Staaf, also present were Christopher Toms, Township Engineer of C. S. Davidson, Inc., Walter Tilley, Solicitor of Stock and Leader, Manager Michael Bowersox, and Township Secretary Miriam Clapper. Supervisor Rynearson was not present. A quorum was present.

**NOMINATE AND ELECT**

A. Chairman of the Board

At this point, Supervisor Ault asked if there were any nominations for the Chairman of the Board.

Supervisor Krysiak made a motion to nominate Supervisor Ault as Chairman of the Board, seconded by Supervisor Staaf. **Motion carried.**

Supervisor Ault then asked for nominations for the Vice-Chairman of the Board.

B. Vice Chairman of the Board

Supervisor Krysiak made a motion to nominate Supervisor Hartlaub as Vice Chairman of the Board, seconded by Supervisor Hartlaub.

Before the vote was taken, Supervisor Staaf nominated himself. Chairman Ault answer that they needed to take them one at a time. He then asked for the vote on Supervisor Hartlaub as Vice Chairman. **Motion carried.**

After the motion was acted on, Supervisor Staaf expressed that he wanted to nominate himself for Vice Chairman. Chairman Ault explained that Supervisor Krysiak nominated Supervisor Hartlaub and Supervisor Hartlaub seconded the motion, a vote was taken so there was no need for another nomination. Supervisor Staaf explained that he didn't vote on Supervisor Hartlaub taking the position, he voted on his nomination. He further explained that is why he had asked to begin to nominate himself as vice chairman. Chairman Ault explained that Supervisor Krysiak made a motion to nominate Supervisor Hartlaub as Vice Chairman of the Board, seconded by Supervisor Hartlaub then went to a vote and everyone said "aye. Supervisor Staaf said that he wanted to nominate himself and that Chairman Ault should have taken his name. Chairman Ault expressed that the first motion needed to "die" before a second nomination was taken. Chairman Ault then directed Supervisor Staaf to make his motion.

Supervisor Staaf then made a motion to nominate Supervisor Staaf as Vice Chairman of the Board. Chairman Ault then asked for a second and did not receive one. The Motion died.

### **2021 ORGANIZATION APPOINTMENTS**

A. Motion to appoint Michael Bowersox Township Manager and Zoning Officer

Supervisor Ault made a motion to appoint Michael Bowersox as Township Manager and Zoning Officer, seconded by Supervisor Krysiak. **Motion carried.**

B. Motion to appoint Miriam Clapper as Township Secretary

Supervisor Ault made a motion to appoint Miriam Clapper as Township Secretary, seconded by Supervisor Hartlaub **Motion carried.**

C. Motion to appoint Jennifer Thornton as Township Treasurer

Supervisor Ault made a motion to appoint Jennifer Thornton as Township Treasurer, seconded by Supervisor Staaf. **Motion carried.**

D. Motion to appoint Edwin Schneider as Township Chief of Police

Supervisor Ault made a motion to appoint Edwin Schneider as Township Chief of Police, seconded by Supervisor Staaf. **Motion carried.**

E. Motion to appoint Derrick Baker as Township Lieutenant

Supervisor Ault made a motion to appoint Derrick Baker as Township Lieutenant, seconded by Supervisor Staaf. **Motion carried.**

F. Motion to appoint Thomas Hartlaub as Township Roadmaster

Supervisor Ault made a motion to appoint Thomas Hartlaub as Township Roadmaster, seconded by Supervisor Krysiak. **Motion carried.**

G. Motion to appoint Heather Bair as Township Code Enforcement Officer and Alternate Zoning Officer

Supervisor Ault made a motion to appoint Heather Bair as Code Enforcement Officer and Alternate Zoning Officer, seconded by Supervisor Staaf. **Motion carried.**

H. Motion to appoint John Berry to the Vacancy Board Chairman

Supervisor Ault made a motion to appoint John Berry as Vacancy Board Chairman, seconded by Supervisor Krysiak. **Motion carried.**

I. Motion to appoint Supervisor Harold Hartlaub as Chief Administrative Officer of Pension Plan

Supervisor Ault made a motion to appoint Harold Hartlaub as Chief Administrative Officer of Pension Plan, seconded by Supervisor Staaf. **Motion carried.**

**APPOINT AND ACCEPTANCE OF INDIVIDUAL FEE SCHEDULES FOR 2021**

- A. Motion to appoint Stock and Leader as Solicitor
- B. Motion to appoint C.S. Davidson as Engineer
- C. Motion to appoint Herbein C.P.A. & Consultants as Auditors
- D. Motion to appoint Joseph Kalasnik, PC as Zoning Hearing Board Solicitor
- E. Motion to appoint Group Hanover Sewage Enforcement Officer
- F. Motion to appoint Hanover Land Services as Alternate Sewage Enforcement Officer
- G. Motion to appoint Building Inspections - Middle Department Inspection Agency

Supervisor Ault made a motion to appoint and reappoint and accept their fee schedule for the following: Stock and Leader as Solicitor; C.S. Davidson as Engineer; Herbein C.P.A. & Consultants as Auditors; Joseph Kalasnik, PC as Zoning Hearing Board Solicitor; Group Hanover Sewage Enforcement Officer; Hanover Land Services as Alternate Sewage Enforcement Officer; Building Inspections - Middle Department Inspection Agency, items A through G, seconded Supervisor Hartlaub. **Motion carried.**

**2021 ADMINISTRATIVE MOTION ITEMS**

- A. Motion authorizing the following depository institution to handle all Township accounts: - People's Bank

Supervisor Ault made a motion authorizing the following depository institution to handle Township accounts, People's Bank, seconded by Supervisor Krysiak. **Motion carried.**

- B. Motion to Renew all existing Ordinances and Resolutions

Supervisor Ault made a motion to renew all existing Ordinances and Resolutions, seconded by Supervisor Krysiak. **Motion carried.**

- C. Motion to Establish the dates and time for Board of Supervisors Meetings

- Work Session the First Thursday of the month at 7:00 P.M. Caucus at 6:00 PM;
- Regular Meeting the Third Tuesday of the month at 7:00 P.M. Caucus at 6:00 P.M.

Supervisor Ault made a motion to establish the dates and times for the Board of Supervisors meetings, as Work Session the first Thursday of the month at 7 p.m., with Caucus at 6 p.m. Regular Meeting the third Tuesday of the month at 7 p.m., with Caucus at 6 p.m., seconded by Supervisor Staaf. **Motion carried.**

- D. Motion to Establish the mileage reimbursement rate at the prevailing 2021 IRS rate

Supervisor Ault made a motion to establish the mileage reimbursement rate at the prevailing 2021 IRS rate of .56 cents, seconded by Supervisor Staaf. **Motion carried.**

- E. Motion to Establish the Manager's, and Secretary's bonds at \$500,000.00

Supervisor Ault made a motion to establish the Manager's bond and the Township Secretary's bond at \$500,000 each, seconded by Supervisor Staaf. **Motion carried.**

F. Motion to Establish the Treasurer's bond at \$3 million dollars

Supervisor Ault made a motion to establish the Treasurer bond at \$3 million dollars, seconded by Supervisor Krysiak. **Motion carried.**

G. Motion to adopt Resolution #2020-01 - the Fee Schedule for Services and Permits and Sewer Rates

Supervisor Ault made a motion to adopt Resolution # 2021-01 the Fee Schedule for Services and Permits and Sewer Rates, seconded by Supervisor Krysiak. In a Vote of Supervisors Ault, Hartlaub and Krysiak voting "aye" and Supervisor Ault voting "nay", Motion carried.

H. Motion to adopt Resolution # 2021 – 02 - to allow the Transfer of Unencumbered Monies

Supervisor Ault made a motion to adopt Resolution # 2021 – 02 to allow the Transfer of Unencumbered Monies, seconded by Supervisor Staaf. Motion carried.

I. Motion to adopt Resolution # 2021 – 03 Establishing Salaries for 2021

Supervisor Ault made a motion to adopt Resolution # 2021 – 03 Establishing Salaries for 2021, seconded by Supervisor Krysiak

The Reorganization meeting was closed at 7:15 p.m. The Board then went into the work session meeting.

**WORK SESSION AGENDA**

The Work Session of the West Manheim Township Board of Supervisors was called to order by Chairman Ault at 7:15 p.m.

**PUBLIC COMMENT:** Chairman Ault asked if anyone in the audience or online, wanted to make any comments and received no reply.

**APPROVAL OF MINUTES:** Supervisor Krysiak made a motion to approve the Minutes from the Regular Board of Supervisor Meeting of Tuesday, December 15, 2020, seconded by Supervisor Staaf. **Motion carried.**

**CORRESPONDENCE:** Chairman Ault noted that the Township had received requests for reappointments from James Myers, Darrell Raubenstine, Sylvia Musser, and David Appleby for reappointment.

**APPROVAL OF DISBURSEMENTS:**

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

**ACTION/DISCUSSION ITEMS:**

ACTION ITEMS

A. Reappointment to Planning Commission (4-Year Term)

1. Motion to reappoint James Myers to the Planning Commission for a 4-year term ending December 31, 2024.

Supervisor Ault made a motion to reappoint James Myers to the Planning Commission for a 4-year term ending December 31, 2024., seconded by Supervisor Krysiak. **Motion carried.**

2. Motion to reappoint Darrell Raubenstine to the Planning Commission for a 4-year term ending December 31, 2024.

Supervisor Ault made a motion to reappoint Darrell Raubenstine to the Planning Commission for a 4-year term ending December 31, 2024., seconded by Supervisor Krysiak. **Motion carried.**

B. Reappointment to the Recreation Park Board (5-Year Term)

1. Motion to re-appoint Sylvia Musser to the Recreation Park Board for a 5-year term ending December 31, 2025.

Supervisor Krysiak made a motion to reappoint Sylvia Musser to the Recreation Park Board for a 5-year term ending December 31, 2025, seconded by Supervisor Staaf. **Motion carried.**

C. Reappointment to Zoning Hearing Board (5-Year Term)

1. Motion to re-appoint David Appleby to the Zoning Hearing Board for a 5-year term ending December 31, 2025.

Supervisor Ault made a motion to reappoint David Appleby to the Zoning Hearing Board for a 5-year term ending December 31, 2025, seconded by Supervisor Staaf. **Motion carried.**

D. Motion to Authorize Attendees and Appoint a Voting Delegate for PSATS Annual Conference – April 18-21, 2021

Supervisor Ault made a motion authorizing any elected supervisor and any township employee in a managerial position who would like to attend the PSATS 100th Annual Conference and to nominate Supervisor Staaf as the Township's voting delegate to the conference, seconded by Supervisor Krysiak. **Motion carried.**

E. Authorization to Advertise for Trash Bids

Michael Bowersox pointed out that the two extensions that the Board previously approved will expire on March 31, 2021.

Supervisor Ault made a motion to giving authorization to advertise for public bids for trash services, seconded by Supervisor Staaf. **Motion carried.**

F. Extension Request Moffitt & Little Minor Plan (2 Lot) (review time expires 01/08/2021)

Township Engineer Chris Toms explained that it was a small subdivision of just two lots the Planning Commission brought up an issue with the sewer and the zoning along Route 94. He explained that it was the owners plan to submit a revised plan. He had no concerns with the extension request.

Supervisor Ault made a motion to grant the extension for the Moffitt & Little Minor Plan (2 Lot) through April 21, 2021, seconded by Supervisor Krysiak. **Motion carried.**

G. Memorial contribution in Kenneth Clouser memory to St. David's United Church of Christ or Pleasant Hill Fire Company

Supervisor Ault made a motion to let Ted Clouser, Mr. Clouser son and the current chief, to decide, which organization the donation of \$100 be made to either St. David's United Church of Christ or Pleasant Hill Fire Company, seconded Supervisor Krysiak. **Motion carried.**

At this time, Chairman Ault informed those attending the meeting that another item needed to add to the agenda and that item would be "H."

H. Bid on openside shipping container for the sports team who uses the West Manheim Township Recreation Park

Supervisor Ault explained that the container was known as a "C" container with openside 40 feet in length and would be used to store equipment for the sports team using the rec park. He explained that at an earlier meeting that the idea for a shed to store each team's sports equipment was mentioned. He explained that the Board had asked the Rec Board to review and gave them time to review the idea and have not heard anything from the Rec. Board. He then explained that he has seen the "C" containers and they can be divided giving each sports team a place to store their equipment. Supervisor Ault felt that the cost would be in the range of \$12,000 plus for shipping. He explained that there is an online auction that will be taking place in Shippensburg, PA and he is going to make a motion to give authorization to Township Manger Michael Bowersox to get three prices and the third price to be for this auction not to exceed \$15,000 for the purchase of this "C" container for storage purposes at the Rec Park.

Supervisor Ault made a motion to give authorization to Township Manger Michael Bowersox to get three prices and the third price to be for this auction not to exceed \$15,000 for the purchase of this "C" container for storage purposes at the Rec Park, seconded by Supervisor Hartlaub. **Motion carried.**

DISCUSSION ITEMS:

Supervisor Ault asked who knew how to operate the new generator at the township. Township Manager Michael Bowersox explained that it was operated automatically. Chris Toms Township Engineer said that it has an automatic transfer switch. Harold Hartlaub said that it automatically charges up the batteries.

Supervisor Staaf asked about road projects for 2021 and if they were approved. Township Engineer Chris Toms told him that the Board did not approve them and if they want to go ahead with Hobart Road, they need to get started on the mix design. He explained that on his December's Engineer Report, C. S. Davidson had recommended the primary road project would be a full depth reclamation of the rest of Hobart Road with a budget estimate of \$300,000. He explained that C.S. Davidson also recommends rebidding the Beck Mill Road bridge painting project and combining it with the Laurence Drive bridge painting project for bidding in 2021. If the Board would choose the painting projects, a permit would need to be obtained for Laurence Drive.

Supervisor Staaf asked if these projects were bid out before. Township Engineer Chris Toms said that it was but did not receive any bids. He explained that C.S. Davidson realized that the bridge on Laurence Drive would soon need repainting so that is why they are recommending that both bridges be combined into one bid package. They will need to test the Laurence Drive bridge for lead paint. He expressed that a rough budget number for both projects is \$100,000.

Township Engineer Chris Toms told the Board members that those are the primary projects that C.S. Davidson is proposing to bid for 2021. With the road work being bid as soon as possible and the bridge work would need to wait until C.S. Davidson get the permit for Laurence Drive before that work could go out for bids.

Township Engineer Chris Toms informed the Board members that he plans on reviewing all the bridge inspection reports with the Roadmaster to identify what work can be done in house with staff.

Chairman Ault asked what would be allocated from liquid fuels for 2021 projection. Township Engineer Chris Toms explained that he didn't have that amount but indicated that there would be some general fund and liquid fuel monies put together for those projects. He reminded the Board that there is money being held in reserves for when J.A. Myers Builders will need to do the work on the bridge on Pumping Station Road. The Township Engineer reminded the Board that their obligation was the structure itself and that J.A. Myers Builders will be installing the structure, which \$80,000 is being held in reserves for that project.

Supervisor Staaf reminded the Board of the issues that still exists on Musselman Road from St. David's Church down to Route 94. Supervisor Staaf informed the Board through an email St. David's Church is asking for the Board to consider repairing the road.

Chairman Ault felt it would do no harm to do a scratch and leveling course on top of what is already on that section of Musselman Drive. He then asked the Engineer if the Board would choose to move forward, would the bid package include that small section of Hoffacker Road. Township Manager Michael Bowersox informed the Board that he was able to work a deal with Manheim Township to do that work. He explained that the township would let them use the township's bucket truck in exchange for them paving the small section of Hoffacker Road here in West Manheim.

Chairman Ault gave the Township Engineer authorization to get a rough calculation of what they charge per square yard because it does not need a full-depth reclamation. Township Engineer then gave the Board some options on what they could do to get the bidding process started.

West Manheim Township Board of Supervisors  
Year 2020 Reorganization Meeting  
Monday, January 4, 2021  
Page 8

Supervisor Ault made a motion giving authorization to the Township Engineer to contact the geotech used in the past to do core samples along with the Township's Public Works Department to get a mix design on Hobart Road to put out for bids, seconded by Supervisor Staaf. **Motion carried.**

**SUPERVISORS AND/OR PUBLIC COMMENTS:**

Next Scheduled Meetings: Board of Supervisors Meeting - Tuesday, January 19, 2021 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Work Session – Thursday, February 4, 2021 at 7:00 p.m. with Supervisors Caucus at 6:00 P.M.

Adjournment: Supervisor Ault made a motion to adjourn the meeting at 7:45 p.m., seconded by Supervisor Hartlaub. **Motion carried.**

Respectfully submitted,

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Secretary

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Chairman