

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

Regular Meeting

Tuesday, January 19, 2021  
7 p.m.

Chairman Ault called the Regular Meeting of the West Manheim Township Board of Supervisors to Order at 7:05 p.m. on Tuesday, January 19, 2021, followed by the Pledge to the Flag and Invocation. The meeting took place at the Municipal Building at 2412 Baltimore Pike, Hanover, PA, 17331 and through the GoToMeeting video conferencing software.

ROLL CALL: Present were Supervisors Ault, Hartlaub, Krysiak, Ryneerson and Staaf. Also, present were the Township Manager Michael Bowersox, Township Engineer Chris Toms from C. S. Davidson, Inc, Township Solicitor Walter Tilley, III from Stock and Leader Attorneys at Law, and Township Secretary Miriam Clapper. A quorum was present.

PUBLIC COMMENTS: Chairman Ault asked if anyone present or online wanted to speak at this time and received no reply.

APPROVAL OF MINUTES: Supervisor Ryneerson made a motion to approve the Minutes of the Board of Supervisors Reorganizational Meeting and Work Session Meeting of Monday, January 4, 2021, seconded by Supervisor Staaf. **Motion carried.**

ANNOUNCEMENT: Chairman Ault informed those present that the Board of Supervisors held an executive session before the meeting to discuss personnel matters.

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

CORRESPONDENCE: Chairman Ault noted the Board received no correspondence.

RECREATION BOARD REPORT: Supervisor Ryneerson reported that the Rec Board did have a meeting to discuss the use of the athletic fields and held an election to appoint officers. He reported that Christina Sones and Nina Ryneerson will serve as co-chairs and Kelli Reed will serve as secretary. Supervisor Ryneerson said that the Rec Board received a correspondence from Polaris offering an extended warranty on the ATV that they purchased. He then went over the cost per the term of the warranty. Supervisor Ryneerson told the Board members that the warranty would be placed on the February 8<sup>th</sup> meeting agenda for action but was looking for the Boards advice on what they think of purchasing the extended warranty.

Supervisor Ault made a motion to buy the extended warranty for \$780 for 48 months for the 2020 Polaris ATV that was just bought. Supervisors Staaf and Hartlaub both expressed that they have never bought any extended warranty and it was not necessary at this time. Supervisor Krysiak then seconded Supervisor Ault's motion.

Supervisor Ault then called for the vote on the motion. Supervisors Ault, Krysiak, and Rynearson voting “yay” and Supervisors Hartlaub and Staaf voting “nay” the **Motion carried.**

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

Supervisor Staaf made a motion to accept the Solicitor’s Report, seconded by Supervisor Krysiak. **Motion carried.**

**ENGINEER’S REPORT:** Township Engineer Christopher Toms, C. S. Davidson pointed out on his report (copy on file) that they did get a proposal from ECS to do the reclamation mix design and C.S. Davidson will be coordinating with township staff and ECS to get those samples for Hobart Road done by the end of January.

Township Engineer Chris Toms then asked the Board if they wanted C. S. Davidson to apply for the permit for painting the bridge located on Laurence Drive. Supervisor Ault questioned that the Beck Mill Road and the Laurence Drive bridges were to be done at the same time and the Township Engineer agreed they were to be done at the same time but the Township needs to apply for the permit to paint the bridge on Laurence Drive.

Township Engineer Chris Toms also pointed out on his report the estimates for the Musselman Road improvements (copy on file) and the estimated cost to repair Musselman Road from Route 94 to Ross Road is \$74,603.10. Supervisor Ault asked what was in the 2021 Liquid Fuel Funds. Township Manager Michael Bowersox said that they allocated the funds for the bridges and Hobart Road. Township Engineer Chris Toms said that the estimate for doing both bridges is \$100,000. He reminded the Board members that they had indicated that they were willing to do the bridges later in order to do Musselman Road. Township Engineer Chris Toms said if they are going to do Musselman Road, the Board still needs to apply for the permit to do the bridge on Laurence Drive. Township Manager Michael Bowersox told the Board that the Township will receive about \$350, 000 in Liquid Full Funds.

Supervisor Ault recommended that they put the repairs for Musselman Road out for bids to get an actual cost of the repairs and to apply for the permit to paint the bridge on Laurence Drive. The Board agreed to apply for the permit for the bridge on Laurence Drive and to bid Hobart Road and Musselman Road in one package; two separate projects with Musselman as the alternate.

The Township Engineer Chris Toms informed the Board that C.S. Davidson had their first meeting with the staff to discuss the requirements for meeting the MS4 Permit. He told the Board that these meetings will take place throughout the year to make sure the Township is meeting their obligations for the MS4 Permit.

The last item Township Engineer Chris Toms brought up was the Contract Change Order for the Reservoir Heights sewer repair. He explained the need for the change order amends the quantities for the bid to actual amounts.

A. Motion to approve Contract Change Order for Reservoir Heights Sewer Repair (MacMor Const., LLC)

Supervisor Ault made a motion to approve Contract Change Order for Reservoir Heights Sewer Repair for \$2,199.63 (Two Thousand, One Hundred Ninety-Nine Dollars and Sixty-Three Cents) to MacMor Const., LLC, seconded by Supervisor Hartlaub. **Motion carried.**

B. Motion to approve the Application for Payment for Reservoir Heights Sewer Repair (MacMor Const., LLC)

Supervisor Ault made a motion to approve the Application for Payment for Reservoir Heights Sewer Repair for \$42,802.63 (Forty-Two Thousand, Eight Hundred and Two Dollars and Sixty-Three Cents) to MacMor Const., LLC, seconded by Supervisor Krysiak. **Motion carried.**

Supervisor Rynearson made a motion to accept the Engineer's Report, seconded by Supervisor Krysiak. **Motion carried.**

REPORTS:

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

Supervisor Ault made a motion to accept the Reports A, C through G as given, seconded by Supervisor Staaf. **Motion carried.**

MANAGER REPORT: Interim Manager Mike Bowersox went over his submitted report (copy on file).

Supervisor Ault made a motion to approve the Manager's Report as submitted, seconded by Supervisor Krysiak. **Motion carried.**

OLD BUSINESS: None

NEW BUSINESS:

- A. Resolution 2021 - 04 for the Special Study Act 537 Plan

Supervisor Ault made a motion to approve Resolution 2021 - 04 for the Special Study Act 537 Plan, seconded by Supervisor Krysiak. **Motion carried.**

B. Resolution 2021 – 05 for CDBG Block Grant Application

Township Engineer Chris Toms explained to those present and online that it has been over 10 years since the Township's Comprehensive Plan has been updated. He explained that the Township applied for and received a grant from the York County Open Space Program for approximately \$15,000. He then explained that the estimated cost to update the Township's Comprehensive Plan is \$60,000 and the township will be addressing those cost by applying for grants and township funding.

Township Engineer Chris Toms continued to explain that the next grant the Township would be applying for came from the York County Planning Commission for the CDBG Block Grant for another \$15,000. The last grant the Township would be applying for came from the DCED for \$15,000 leaving the Township with the remaining \$15,000 to cover the cost of the update to the Township's Comprehensive Plan.

Supervisor Ault questioned why the application for the CDBG Planning Application only listed 2021. Township Engineer Chris Toms explained that they had to select which year they were applying for. The County then decides how they will award the funds from that year.

Supervisor Rynearson made a motion to submit Resolution 2021 – 05 for CDBG Block Grant Application, seconded by Supervisor Staaf. **Motion carried.**

C. Resolution 2021 – 06 Tax Collector Compensation

Township Tax Collector Ruth Neiderer came forward to explain why she was asking for the Tax Collector's Compensation Resolution. She explained that 2021 was an election year for tax collectors so the compensation for tax collectors from 2022 through 2025 must be set before February 15, 2021.

She explained that the resolution is broken down by the regular tax bills that come out in February per bills issued, mailed, and collected. The bills are based on the number of real estate tax bills as generated by the original tax duplicate for each year. Ruth also explained that for each interim bill processed, she would give a list of those properties to West Manheim Township for payment.

Supervisor Ault thought that the tax collector received a flat rate each year. Township Manager Michael Bowersox explained that in the past she was paid a flat rate each year, which wasn't fair to her because it was based on a figure from 2018.

Supervisor Rynearson made a motion to approve Resolution 2021 – 06 Tax Collector Compensation, seconded by Supervisor Krysiak. **Motion carried.**

D. Resolution 2021 – 07 Revised Fee Schedule

Supervisor Ault made a motion to adopt Resolution 2021 – 07 Revised Fee Schedule, seconded by Supervisor Hartlaub. **Motion carried.**

E. Extend contract with Penn Waste for curbside collection and disposal of solid waste, recycling, and yard waste through March 31, 2022 at a rate of \$244.80 per year per customer and \$169 per year per low volume customer

Township Manager Michael Bowersox informed the Board that this would be last extension the township would receive. He explained that when he called Penn Waste, he learned that the contract was a four-year contract with two extensions. He believes this extension is best for the residents. He informed the Board that the bids will be out by August, giving haulers ample time to get their bid to the township and the township to award the bid.

Supervisor Ault made a motion to extend the contract with Penn Waste through March 31, 2022, seconded by Supervisor Hartlaub. **Motion carried.**

At this time, Chairman Ault informed those present and through GoToMeeting that the Board was adding item “F”, a Side Letter of Agreement and Release. A severance package between West Manheim Township and a current officer, David Morris.

F. Side Letter of Agreement and Release from Sergeant David Morris

Supervisor Staaf made a motion to accept the Side Letter of Agreement and Release from Sergeant David Morris, seconded by Supervisor Rynearson. **Motion carried.**

SUBDIVISION PLANS:

A. Motion to approve the Tollgate Road 5 Lot Final Subdivision Plan (review time expires 03/11/2021)

Township Engineer Chris Toms pointed out on the Engineer’s Report items #2, which has been met and #3. He explained that item #3 concerns a utility pole located where a driveway is proposed. He explained that the utility pole will need to be relocated and the engineer is proposing that security be established for the relocation of the utility pole.

He informed the Board members that he was able to talk with the developer and the developer's engineer and the developer's engineer explained that the reason the driveway was shown that way was because the sand mound septic system is shown in the front yard. For this lot (#3) the plans do show an approved location for the sand mound in the rear yard, so the driveway can be moved further from the pole. He explained that he shared this information to make the Board aware that item #3 is resolved. He recommended approval of the plan.

Supervisor Rynearson brought up York County Planning Commission's concern about no driveway be allowed to exit from lot C1 on to Baltimore Pike (SR 0094). Township Engineer Chris Toms explained that the issue is PennDOT's, the County can make that recommendation, but it is up to the State.

Supervisor Staaf questioned if they were moving the driveway because of the pole. Township Engineer Chris Toms explained that the way the driveways are shown on the plan might not be exactly how they are placed but in the case of lot #3 it needed to be resolved. He went on to explain that the way the sand mound was on the plan it looked like it had to be in the front yard and since talking to the developer's engineer the sand mound can be moved to the rear of the property.

Supervisor Rynearson again pointed to comment #7 from York County that the township should consider requiring access from Lot C1 to be from Tollgate Road and prohibiting direct access on to Baltimore Pike. Chris Toms explained that there are two ways to look at this. One, C1 is just shown as a commercial lot near a development, just a piece of ground. You could put the notes on the plan now, which shows that issue must be addressed when it is developed or the second, the issue is addressed in the future when the developer decides to develop the commercial lot. The Township Engineer pointed out that the plan before the Board did not show any improvements. Once the concerns were addressed Supervisor made a motion to approve the plan.

Supervisor Ault made a motion to approve the Tollgate Road 5 Lot Final Subdivision Plan, seconded by Supervisor Krysiak. **Motion carried.**

B. Motion to grant the waiver request to the West Manheim Township Subdivision and Land Development Ordinance Article 3 Section 235-10 to allow this plan to be considered as a final plan and to waive the requirement for a Preliminary Plan.

Supervisor Staaf made a motion to grant the waiver request for the Moffitt & Little Minor – Final Plan (2 Lot) to the West Manheim Township Subdivision and Land Development Ordinance Article 3 Section 235-10 to allow this plan to be considered as a final plan and to waive the requirement for a Preliminary Plan, seconded by Krysiak. **Motion carried.**

No action was needed or taken on a sewer easement agreement that was presented in board notebooks.

C. Motion to approve the Moffitt & Little Minor – Final Plan (2 Lot) (review time expires 04/21/2021)

Supervisor Staaf made a motion to approve the Moffitt & Little Minor – Final Plan (2 Lot), seconded by Supervisor Ault. **Motion carried.**

D. Motion to give conditional approval for Joshua Hill Farm, 124 - lot Preliminary (Review time expires 01/21/2021)

Robert Sharrah from Sharrah Design & Co. was present to ask for preliminary plan approval and address any concerns and answer any questions that the Board had for the Joshua Hill Farm plan, The Warner Farm and the Preserves at Codorus Creek IV.

Township Engineer Chris Toms, Robert Sharrah and Jim Piet agent for the developer addressed the questions and the concerns from the Supervisors concerning the Joshua Hill Farm plan, The Warner Farm and the Preserves at Codorus Creek IV. After discussing the three plans Chairman Ault called for a motion for each plan.

Supervisor Ault made a motion to grant an extension for Joshua Hill Farm, 124 - lot Preliminary until April 21, 2021, to prove that they have applied for the NPDES permit and all outstanding permits, seconded by Supervisor Staaf. **Motion carried.**

E. Motion to give conditional approval for The Warner Farm, 15-lot Preliminary (Review time expires 01/21/2021)

Supervisor Ault made a motion to grant an extension for The Warner Farm, 15-lot Preliminary until April 21, 2021, to apply for all outstanding permits, seconded by Supervisor Hartlaub. **Motion carried.**

F. Motion to give conditional approval for Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, (Review expires 01/21/2021)

Supervisor Ault made a motion to grant an extension for Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary until April 21, 2021, to apply for all outstanding permits and show proof, seconded by Supervisor Hartlaub. **Motion carried.**

Township Solicitor Walt Tilley brought up what the Board should know concerning the approval of phases. He wanted them to know in the case of a preliminary plan calling for the installation of improvements beyond the five-year period, a schedule shall be filed by the landowner delineating the proposed sections as well as deadlines within which applications for final plan approval of each phase are intended to be filed. Such schedule

shall be updated annually by the applicant. He explained that the Board should receive a schedule and how that will be phased in and then an annual update.

Robert Sharrah asked if they make those submissions and they come before the Board, for example in May, with all submissions applied for and they ask for conditional approval again, would the Board give conditional approval since necessary applications have been made. If not, they would still need an additional extension.

Township Engineer Chris Toms explained that the developer would come to the April meeting asking for conditional approval.

G. EXTENSION REQUEST: None

H. ALL TO BE TABLED:

Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 03/16/2021)

Supervisor Ault made a motion to table to the date that is shown: Belmont Ridge Phase V – 203 Lot – Preliminary Plan (review time expires 03/16/2021), seconded by Supervisor Rynearson. **Motion carried.**

SUPERVISORS AND/OR PUBLIC COMMENTS:

Supervisor Staaf asked to be considered as board liaison to the Police Department. It was decided to make Supervisors Staaf liaison to the Public Works Department.

Jack Powell engineer for the Tollgate Road 5 Lot Final Subdivision Plan thanked the Board for holding the meetings virtually.

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Thursday, February 4, 2021 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, February 16, 2021 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: Chairman Ault made a motion to adjourn the meeting at 8:15 p.m., seconded by Supervisor Hartlaub. **Motion carried.**

Respectfully,

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Miriam Clapper, Secretary

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Chairman