

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Tuesday, March 16, 2021
7 p.m.

Chairman Ault called the Regular Meeting of the West Manheim Township Board of Supervisors to Order at 7 p.m. on Tuesday, March 16, 2021, followed by the Pledge to the Flag and Invocation. The meeting took place at the Municipal Building, 2412 Baltimore Pike, Hanover, PA, 17331 and through the GoToMeeting video conferencing software.

ROLL CALL: Present were Supervisors Ault, Hartlaub, Krysiak, Ryneanson 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.

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

PUBLIC COMMENTS: Chairman Ault asked if anyone wanted to speak at this time and Nina Ryneanson, Co-Chair of the Rec Park Board, 176 Sugarboot Lane, came forward to tell the Board about a new program that the Rec Board is offering at the rec park. It is called Go York Hike sponsored by the libraries of York County and offered through their website. Those who take part in the self-guided program from May 1, 2021, through August 26, 2021, are those in the libraries Quest Program.

She also explained that the annual Easter Egg Hunt will be a scavenger hunt this year starting on March 27 and running through April 2, 2021. She told the Board members that more information can be found on the rec park's website.

APPROVAL OF MINUTES: Supervisor Staaf made a motion to approve the Minutes of the Board of Supervisors Work Session Meeting of Thursday, March 4, 2021, seconded by Supervisor Ryneanson. **Motion carried.**

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

CORRESPONDENCE: Chairman Ault noted the Board received a letter from Penn Township Volunteer Emergency Services, Inc.

Supervisor Staaf made a motion to accept the correspondence received from Penn Township Volunteer Emergency Services, Inc., seconded by Supervisor Ault. **Motion carried.**

RECREATION BOARD REPORT: Nina Rynearson, Co-Chair for the West Manheim Township Park & Recreation Board gave her report under Public Comments (copy on file).

A. Motion to grant permission to use the West Manheim Township Recreation Park for the Go York Hike sponsored by the libraries of York County

Supervisor Rynearson made a motion to grant permission to use the West Manheim Township Recreation Park for the Go York Hike sponsored by the libraries of York County, seconded by Supervisor Krysiak. **Motion carried.**

B. Motion to approve an Easter Scavenger Hunt at the West Manheim Township Recreation Park from March 27 – April 2, 2021

Supervisor Krysiak made a motion to approve an Easter Scavenger Hunt at the West Manheim Township Recreation Park from March 27 – April 2, 2021, seconded by Supervisor Rynearson. **Motion carried.**

SOLICITOR'S REPORT: Solicitor Walter Tilley from Stock and Leader Attorneys at Law had nothing new to add to his submitted report (copy on file).

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

ENGINEER'S REPORT: Township Engineer Christopher Toms, from C. S. Davidson, Inc., informed the Board that the bridge on Laurence Drive was found to have lead-based paint. He explained that both bridges will have the same specifications for the paint removal. He told the Board that C.S. Davidson should have the mix designs for Hobart Road towards the end of March and will present the Board members with draft specifications at their April work session.

A. Motion to approve the public improvement financial security reduction for Belmont Ridge (Lexington) Phase 2 to release \$131,598.50 leaving a remaining balance of \$108,859.90

Supervisor Ault made a motion to approve the public improvement financial security reduction for Belmont Ridge (Lexington) Phase 2 to release \$131,598.50 leaving a remaining balance of \$108,859.90, seconded by Supervisor Hartlaub. **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 - February 2021
- B. Chief of Police, Monthly Activity Report – February 2021
- C. Public Works Report – February 2021
- D. Pleasant Hill Volunteer Fire Co.-EMS Reports – February 2021
- E. EMA Report – February 2021
- F. Code Enforcement Officer Report – February 2021
- G. Utilities Supervisor’s Report – February 2021
- H. SEO Report – February 2021

Supervisor Staaf questioned the number of hours being reported on the EMS Report for February. He believes the number reflects paid staff.

Supervisor Ault noted that item G. needed to be removed since the Township no longer employed a utilities supervisor.

Supervisor Ault made a motion to accept the Reports A through F and H. as given, seconded by Supervisor Krysiak. **Motion carried.**

MANAGER REPORT: Township Manager Mike Bowersox had nothing to add to his submitted report (copy on file) but pointed out in his report under Emergency Management Training the need for the Supervisors to attend training May 6, 2021, at 5:30 p.m.

Supervisor Ault made a motion to approve the Manager’s Report as given, seconded by Supervisor Staaf. **Motion carried.**

OLD BUSINESS: None

NEW BUSINESS:

- A. Motion to approve of the transfer of Sewer Reservations per the Agreement from Day Farm Partners LLC to Dan Ryan Homes

Township Engineer Chris Toms informed the Board members that the Day Farm Partners LLC has executed their sewer agreement to reserve sewer capacity. He explained that the Partners will be selling their development to Dan Ryan Homes. He explained that according to the Agreement, Day Farm Partners LLC

needs to come to the Board to get confirmation that as a Board of Supervisors you are okay with Day Farm Partners selling their development to Dan Ryan Homes.

Supervisor Krysiak made a motion to approve the transfer of Sewer Reservations per the Agreement from Day Farm Partners LLC to Dan Ryan Homes, seconded by Supervisor Staaf. **Motion carried.**

B. Motion to approve payment of unused earned vacation days for the Chief of Police for a total of 210 hours at the 2018 pay rate of \$44.64

Supervisor Ault made a motion to approve payment of unused earned vacation days for the Chief of Police for a total of 210 hours at the 2018 pay rate of \$44.64, seconded by Supervisor Staaf. **Motion carried.**

C. Motion to approve the proposed sergeant and patrol officers job descriptions for the West Manheim Township Police Department

Supervisor Ault made a motion to approve the proposed sergeant and patrol officers job descriptions for the West Manheim Township Police Department, seconded by Supervisor Rynearson. **Motion carried.**

D. Motion to approve the transfer of ownership of the Township's water rescue boat and trailer to the Pleasant Hill Volunteer Fire Company

Supervisor Rynearson made a motion to approve the transfer of ownership of the Township's water rescue boat and trailer to the Pleasant Hill Volunteer Fire Company, seconded by Supervisor Krysiak. **Motion carried.**

E. Motion to approve the request from Colonial Hills Uniform Planned Community HOA for exoneration of late fees for the Hydrant Assessment Fee for years 2018, 2019 and 2020

Supervisor Staaf made a motion to approve the request from Colonial Hills Uniform Planned Community HOA for exoneration of late fees for the Hydrant Assessment Fee for years 2018, 2019 and 2020, seconded by Supervisor Rynearson. **Motion carried.**

F. Motion to approve the annual sanitary sewer pump station generator maintenance agreement with Winter Engine Generator Service, Inc. for the period of May 1, 2021 to April 30, 2022 at a cost of \$1,936.00.

Supervisor Rynearson made a motion to approve the annual sanitary sewer pump station generator maintenance agreement with Winter Engine Generator Service, Inc. on the condition that if sale of the sewer system takes place before the agreement expires, the township would be reimbursed for the rest of the contract, seconded by Supervisor Krysiak. **Motion carried.**

At this time Chairman Ault added items G., H., and I., Employment Agreements to the agenda.

G. Employment Agreement between Edwin J. Schneider, Chief of Police and West Manheim Township

Supervisor Ault made a motion to ratify the Employment Agreement between Edwin J. Schneider, Chief of Police and West Manheim Township, seconded by Supervisor Staaf. **Motion carried.**

H. Employment Agreement between Derrek Barker, Lieutenant of Police and West Manheim Township

Supervisor Ault made a motion to ratify the Employment Agreement between Derrek Barker, Lieutenant of Police and West Manheim Township, seconded by Supervisor Krysiak. **Motion carried.**

I. Employment Agreement between Michael Bowersox, Township Manager and West Manheim Township

Supervisor Ault made a motion to ratify the Employment Agreement between Michael Bowersox, Township Manager and West Manheim Township, seconded by Supervisor Staaf. **Motion carried.**

16. Subdivision Plans

A. EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Motion to approve an extension requests Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 03/16/2021) through June 16, 2021.

Supervisor Ault made a motion to approve an extension requests Belmont Ridge Phase V, 203 Lot Preliminary Plan through June 16, 2021, seconded by Supervisor Rynearson. **Motion carried.**

B. ALL TO BE TABLED:

Joshua Hill Farm, 124 - lot Preliminary, review time expires 04/21/2021

The Warner Farm, 15-lot Preliminary, review time expires 04/21/2021

Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, review expires 04/21/2021

Chairman Ault made a motion to table to the date that is indicated: Joshua Hill Farm, 124 - lot Preliminary, review time expires 04/21/2021; The Warner Farm, 15-lot Preliminary, review time expires 04/21/2021; Preserves at Codorus Creek IV (Marlee Hill), 79 - lot Preliminary, review expires 04/21/202, seconded by Supervisor Krysiak. **Motion carried.**

SUPERVISORS AND/OR PUBLIC COMMENTS: Chairman Ault and Township Manager Michael Bowersox asked if anyone wanted to speak at this time and received no reply.

Township Manager Michael Bowersox informed the Board that Chief Clouser received a request from The Hart Center in New Oxford, PA asking for assistance from local area fire police in directing traffic at their covid vaccination station set up at their facility. Chief Clouser is asking that the Board of Supervisors give their permission to allow the fire police to supply assistants in directing traffic at the Hart Center.

Supervisor Staaf made a motion to grant the request to have the Pleasant Hill Volunteer Fire Police provide assistants in directing traffic at The Hart Center in New Oxford covid vaccination station, seconded by Supervisor Rynearson. **Motion carried.**

Supervisor Ault asked that the Township's engineer go to Hobart Road and inspect the condition of the tar and chip on the road. The road looks like a washboard. Supervisor Ault believes it will need to be either milled or resurfaced.

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Thursday, April 1, 2021 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, April 20, 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 7:40 p.m., seconded by Supervisor Staaf. **Motion carried.**

Respectfully,

Secretary

Chairman