

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Tuesday, September 21, 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, September 21, 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, Ryneerson and Staaf. Also, present were Township Manager Michael Bowersox, Township Engineer Christopher Toms from C. S. Davidson, Inc., Township Solicitor Walter Tilley, III from Stock and Leader Attorneys at Law, and Township Secretary Miriam Clapper. Supervisors Krysiak was not present. A quorum was present.

ANNOUNCEMENT: Chairman Ault announced that an executive session took place before the meeting to discuss personnel issues.

PUBLIC COMMENTS: Chairman Ault asked if anyone wanted to address the Board and received no answer. Township Manager Michael Bowersox asked those attending the meeting through GoToMeeting 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 Board Meeting of Tuesday, September 2, 2021, seconded by Supervisor Hartlaub. **Motion carried.**

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

CORRESPONDENCE:

A. Thank you note from the Guthrie Memorial Library for the Township's donation of \$8,000.

Chairman Ault noted the Board received a thank you note from the Guthrie Memorial Library for the Township's donation of \$8,000.

Supervisor Ault made a motion to approve the correspondence as given, seconded by Supervisor Ryneerson. **Motion carried.**

RECREATION BOARD REPORT: Chairman Ault gave an overview of the Recreation Park Board Report (copy on file).

Supervisor Ault made a motion to approve the Rec. Board's Report as given, seconded by Supervisor Rynearson. **Motion carried.**

SOLICITOR'S REPORT: Solicitor Walter Tilley from Stock and Leader Attorneys at Law had one new item to add to his submitted report (copy on file). He then told those present that at 21-minutes past 9 this evening, it will be the 21st minute, of the 21st hour, of the 21st day, of the 21st week, of the 21st year, of the 21st century.

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

ENGINEER'S REPORT: Township Engineer Christopher Toms, from C. S. Davidson, Inc., had nothing new to add to his submitted report (copy on file).

Supervisor Rynearson made a motion to approve the Engineer's Report as given, seconded by Supervisor Staaf. **Motion carried.**

REPORTS:

- A. Monthly Budget Review – Treasurer's Report - August 2021
- B. Chief of Police, Monthly Activity Report – August 2021
- C. Public Works Report – August 2021
- D. Pleasant Hill Volunteer Fire Co.-EMS Reports – August 2021
- E. EMA Report – August 2021
- F. Code Enforcement Officer Report – August 2021
- G. SEO Report – August 2021

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

MANAGER REPORT: Township Manager Mike Bowersox told the Board members that he had nothing to add to his report (copy on file) but wanted to remind the public that the Hobart Road project will be going on until October 2, 2021, and the bridge painting projects taking place on Beck Mill and on Laurence Drive.

Supervisor Ault noted on the Manager's Report under 2021 Budget Update/Status that the Township is in a strong position to close out the fiscal year under budget.

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

OLD BUSINESS:

A. Woods RD990X Finish Mower

Chairman Ault told those present that the Township has a Woods mower that needs to be replaced. He explained that the Township received three quotes. From Hooper, Inc. \$6,076 with no trade-in, from Wertz for \$7,831 with a trade in amount of \$2,231 for an out the door price of \$5,500; and from Messick's Equipment for \$7,295 with a trade-in of \$5,700, which the Township can buy the RD990X Finishing Mower for an out the door price of \$1, 595.

Supervisor Staaf made a motion to buy the Woods RD990X Finish Mower from Messick's Equipment for the price of \$1,595 (One Thousand Five Hundred Ninety-Five Dollars and No Cents) if the Township receives the trade-in value of \$5,700 for the Township's used mower, seconded Supervisor Hartlaub. **Motion carried.**

NEW BUSINESS:

A. Motion to approve the 2022 Minimum Municipal Obligation for Non-Uniformed Employees for \$152,599.75 and Uniform Employees for \$350,977.79

Township Manager Michael Bowersox explained to the public that the Minimum Municipal Obligation figures are based on the latest actuarial valuation of the uniform (police department) and non-uniform (all other employees including the EMTs) pensions themselves. He told them that the police contribute 5 percent of their salary to the uniform pension plan and most of the other non-uniform employees contribute 7 percent of their salary to the non-uniform pension plan. He explained that the actuary calculates the MMOs from what the Township gives them on what the estimated payroll will be until the end of this year and new year. He told them that the Township does receive state aid and that covers about half of what the Township pays towards the pension plans.

Supervisor Ault made a motion to approve the 2022 Minimum Municipal Obligation for Non-Uniformed Employees for \$152,599.75 and Uniform Employees for \$350,977.79, seconded by Supervisor Staaf. **Motion carried.**

B. Motion to accept the resignation of Supervisor Kyle Krysiak from the West Manheim Township Board of Supervisors effective September 30, 2021

Supervisor Rynearson made a motion to accept the resignation of Supervisor Kyle Krysiak from the West Manheim Township Board of Supervisors effective September 30, 2021, with regret, seconded by Supervisor Hartlaub. **Motion carried.**

Chairman Ault asked how many days the Board needs to advertise the open seat left by Mr. Krysiak's resignation and was told 30 days from the effective date of the resignation letter.

Chairman Ault with the Board's consent authorized the Township Manager Michael Bowersox to advertise the open seat on the West Manheim Township Board of Supervisors asking those interested in the position to send in their resume for review. Township Manager Michael Bowersox noted that the term is for two years and two months, which will take them up to the next municipal election.

Supervisor Ault made a motion authorizing the Township Manager Michael Bowersox to advertise the open seat on the West Manheim Township Board of Supervisors with all application into the township office by October 6, 2021, seconded by Supervisor Hartlaub. **Motion carried.**

C. Motion to accept Disabled Veterans Real Property Tax Exemption Certification for Andre Ford

Supervisor Ault made a motion to accept Disabled Veterans Real Property Tax Exemption Certification for Andre Ford, seconded by Supervisor Hartlaub. **Motion carried.**

D. 2021 Ballot for Election of Trustees`

Supervisor Rynearson made a motion to vote for Mr. Holman and Mr. Abruzzo to serve on the Board of Trustees for the PSATS Unemployment Compensation Group Trust, seconded by Staaf. In a vote of Supervisors Hartlaub, Rynearson and Staaf voting "yay" and Supervisor Ault voting "nay", **the Motion carried.**

E. Motion to approve the hiring of Mason Hardesty to fill a vacant road crew position.

Supervisor Ault made a motion to approve the hiring of Mason Hardesty to fill a vacant road crew position, seconded by Supervisor Rynearson. **Motion carried.**

F. Motion to approve the hiring of Steven Harmon to fill the vacant Code Enforcement Officer MS4 Coordinator Position

Supervisor Ault made a motion to approve the hiring of Steven Harmon to fill the vacant Code Enforcement Officer MS4 Coordinator Position with a salary of \$40,000 per year and benefits per the Employment Agreement, seconded by Supervisor Staaf. **Motion carried.**

G. Motion to adopt Resolution 2021-16 a Resolution adopting Englebert Financial Advisers LLC, 457 Plan document as a deferred compensation plan for employees of West Manheim Township.

Township Manager Michael Bowersox explained that the 457 Plan complements a pension plan. He informed the Board members that a 457 Plan is voluntary for all employees, to include supervisors and part-time employees. He pointed out that there will be no cost to the township.

Supervisor Rynearson made a motion to adopt Resolution 2021-16 a Resolution adopting Englebert Financial Advisers LLC, 457 Plan document as a deferred compensation plan for employees of West Manheim Township, seconded by Supervisor Staaf. **Motion carried.**

SUBDIVISION PLANS:

A. Motion to approve Prinland Heights Phase 1 - 33 Lots – Final Plan (review time expires 10/01/2021)

Chris Owens from Gordon Brown and Associates Engineering approached the Board to ask for approval for Prinland Heights Phase 1 - 33 Lots – Final Plan. He explained that the first Phase is an extension of Pheasant Ridge Drive with streets branching off. He told the Board that it does have public water and public sewer. Mr. Owens explained that this phase is 18 acres of the total 55-acres development.

Township Engineer Chris Toms told the Board members that all fees have been paid and security has been posted, it was ready for final plan approval.

Supervisor Ault made a motion to grant approval for Prinland Heights Phase 1 - 33 Lots – Final Plan, seconded by Supervisor Hartlaub. **Motion carried.**

B Ron Carter - Waiver request from the West Manheim Township Subdivision and Land Development Ordinance requirement for a land development plan

John Murphy attorney for the applicant Ron Carter principal owner of American Home Contractors LLC approached the Board of Supervisors to ask for approval on the waiver request requirement for a land development plan. Attorney Murphy explained that the applicant owns three tracts of land along the Baltimore Pike, two of the three tracts have a two-unit rental property on it. Attorney Murphy told the Board that Mr. Carter is going to turn his four rental units into four condominium units. He explained that the condominium project will not disturb any soil or create any added improvements to the property. He told the Board that is why Mr. Carter is asking for the waiver to the West Manheim Township Subdivision and Land Development Ordinance requirement for a land development plan.

Supervisor Ault made a motion to deny the waiver request from the West Manheim Township Subdivision and Land Development Ordinance requirement for a land development plan seconded by Supervisor Staaf. **Motion carried.**

C. EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Motion to approve an extension request Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 09/22/2021) through December 22, 2021

Supervisor Ault made a motion to grant the extension request for Belmont Ridge Phase V, 203 Lot Preliminary Plan through December 22, 2021, seconded by Supervisor Rynearson. **Motion carried.**

D. ALL TO BE TABLED:

Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 12/22/2021)
Keel LP., Phase II 6 Lots – Preliminary Plan (Review time expires 12/22/2021)

Supervisor Ault made a motion to table the following plans to the date that is shown: Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 12/22/2021); Keel LP., Phase II 6 Lots – Preliminary Plan (Review time expires 12/22/2021), seconded by Supervisor Rynearson. **Motion carried.**

SUPERVISORS AND/OR PUBLIC COMMENTS: Chairman Ault asked if anyone present or online wanted to speak to the Board members and received no reply.

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Thursday, October 7, 2021, at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, October 19, 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 7:30 p.m., seconded by Supervisor Staaf. **Motion carried.**

Respectfully,

Secretary

Chairman