

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Tuesday, December 21, 2021
7 p.m.

Chairman Ault called the Regular Meeting of the West Manheim Township Board of Supervisors to Order at 7:11 p.m. on Tuesday, December 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, Franks, Hartlaub, Rynearson and Staaf. Also, present were Township Manager Michael Bowersox, Township Solicitor Walter Tilley, III from Stock and Leader Attorneys at Law, Engineer Cory McCoy from C. S. Davidson, Inc., and Township Secretary Miriam Clapper. Township Engineer Christopher Toms was not present. A quorum was present.

ANNOUNCEMENT: Chairman Ault announced that the Board had an executive session prior to 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 Staaf made a motion to approve the Minutes of the Board of Supervisors Regular Board Meeting of Thursday, December 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 Staaf. **Motion carried.**

CORRESPONDENCE: Chairman Ault noted that the township received letters from the PA Department of Labor and Industry about the Uniform Construction Code Audit Report #671865-5 that was completed on July 13, 2021, and from Guthrie Memorial Library – Library’s Director’s Borough reports for November and December 2021.

Supervisor Rynearson made a motion to accept the correspondence as received, seconded by Supervisor Staaf.
Motion carried.

RECREATION BOARD REPORT: Chairman Ault noted that there was no Recreation Board Report. Supervisor Rynearson then explained why there was no meeting, but noted by telephone, they did accept the rental changes that were made to fee schedule.

Supervisor Ault made a motion to approve the non-report, 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 Staaf made a motion to approve the Solicitor's Report, seconded by Supervisor Rynearson. **Motion carried.**

ENGINEER'S REPORT: Engineer Cory McCoy from C. S. Davidson, Inc. sitting in for Christopher Toms, pointed out that there were two items that needed action. The Resolution for the Special Study Act 537 Plan and the Application for Payment from Kinsley Construction, Inc.

Supervisor Ault asked if this was the Act 537 review for Area 6 sewer planning module, as the sanitary sewer goes. Mr. McCoy told the Board that they are proposing to continue with the on-lot disposal systems as they are and to re-evaluate Area 6 in the future, 2023. Supervisor Ault wanted to make sure that no decision had been made on the sanitary sewer system.

A. Motion to adopt Resolution _____ for the Special Study Act 537

Supervisor Ault made a motion to adopt Resolution 2021-21 for the Special Study Act 537, seconded by Supervisor Rynearson. **Motion carried.**

B. Motion to approve the Application for Payment for 2021 Roadway Improvements – Contract No. 1 Roadway Improvements (Base Bid & Alt. No. 1 (Kinsley Construction, Inc.)

Supervisor Ault asked if provisions were made that they must come back in the spring to reseed the Hoffacker area, that one property, re-topsoil, re-seed. He asked if the township was holding bonding to make sure that work is done. Mr. McCoy told Supervisor Ault that they were withholding \$6,000 to make sure it gets done. He told the Board members that the contractor and C.S. Davidson would be looking at the whole project to make sure everything is done.

Supervisor Ault made a motion to approve the Application for Payment for 2021 Roadway Improvements – Contract No. 1 Roadway Improvements (Base Bid & Alt. No. 1 (Kinsley Construction, Inc.) for \$199,202.80 (ONE HUNDRED NINETY-NINE, TWO HUNDREDED TWO DOLLARS AND EIGHTY CENTS), seconded Supervisor Staaf. **Motion carried.**

REPORTS:

A. Monthly Budget Review – Treasurer's Report - November 2021

- B. Chief of Police, Monthly Activity Report – November 2021
- C. Public Works Report – November 2021
- D. Pleasant Hill Volunteer Fire Co. - EMS Reports – November 2021
- E. EMA Report – November 2021
- F. Code Enforcement Officer Report – November 2021
- G. SEO Report – November 2021

Supervisor Staaf wanted to thank the Pleasant Hill Fire Department for letting Santa ride on their fire truck as they went around West Manheim Township wishing everyone a Merry Christmas.

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

MANAGER REPORT: Township Manager Mike Bowersox had nothing new to add to his submitted report (copy on file).

Supervisor Rynearson asked him to speak about the sewer sale. He then told those present in the audience and online that the PUC approved the York Water Company's and the Township's Asset Purchase Agreement and the plan at this time is to close on the 30th of December.

Supervisor Hartlaub would like to see a list of things that the township could pay off with the monies from the sale of the sewer system.

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

OLD BUSINESS: None

A. Economic Development Committee Proposal – Supervisor Staaf

Supervisor Staaf asked that this item be removed from the agenda. He was not prepared to give a presentation at this time.

Supervisor Ault made a motion to remove the Economic Development Committee Proposal, seconded by Supervisor Rynearson. **Motion carried.**

B. Discussion on the need to purchase a Workmaster 40 Tractor for recreation park, at a cost of \$13,122.00 after discount and trade-in or to outsource rec park maintenance

Supervisor Franks gave an overview of the report he provided on the Rec Park on the man hours in labor and time and the equipment used at the Rec Park. He expressed that he felt it would be more cost effective to outsource maintenance at the park.

A discussion then took place on the need to have a new tractor or to outsource.

Supervisor Hartlaub made a motion to buy a Workmaster 40 Tractor for the recreation park for \$13,122.00 from Messick, seconded by Supervisor Rynearson. After discussing the motion Chairman Ault asked for a vote of Supervisors Hartlaub and Rynearson voting “aye”, and Supervisors Ault, Franks, and Staaf voting “nay” the **Motion failed.**

Supervisor Ault made a motion to table the purchase of a Workmaster 40 Tractor for recreation park, at a cost of \$13,122.00 after discount and trade-in or to outsource rec park maintenance until further notice, seconded by Supervisor Staaf. In a vote of Supervisors Ault, Franks, Rynearson and Staaf voting “aye” and Supervisor Hartlaub voting “nay”, the **Motion carried.**

NEW BUSINESS:

A. Request by DR Acquisitions - Prinland Heights Paving Agreement

Matt Stare from DRB Group came before the Board of Supervisors to explain why he is asking that the Board approves the submitted Road Paving Agreement.

The Board agreed to approving the Agreement with the following changes. Solicitor Walt Tilley then read the following changes to Paragraph 3 on page 3: *The Township shall not withhold building permits or certificates of occupancy for the single-family homes for the Project due to the Developer failing to meet the Township’s paving specifications, provided that the developer meets the paving specifications in this Agreement. The Township reserve the right to withhold building permits and certificates of occupancy if the Developer does not meet any and all other provisions of the Township’s codes.* Matt Stare said that he understood the changes.

Solicitor Walt Tilley then asked the Chairman if the Board was inclined to accept the Agreement, he suggested that the motion be: *the Board approved the Prinland Heights Paving Agreement with the amendment to paragraph 3 as read by the Solicitor.*

Supervisor Ault made a motion that the Board approved the Prinland Heights Paving Agreement with the amendment to paragraph 3 as read by the Solicitor, seconded by Supervisor Staaf. **Motion carried.**

B. Motion to approve PSATS Membership for 2022 for \$2074.00 and Jason Baldwin EMA Director TEMA Membership for \$125.00

Supervisor Rynearson made a motion to approve PSATS Membership for 2022 for \$2074.00 and Jason Baldwin EMA Director TEMA Membership for \$125.00, seconded by Supervisor Staaf. **Motion carried.**

C. Motion to adopt Resolution #2021-19 to Adopt the West Manheim Township 2022 Budget

Supervisor Rynearson made a motion to adopt Resolution #2021-19 to Adopt the West Manheim Township 2022 Budget, seconded by Supervisor Hartlaub. **Motion carried.**

Once the vote took place, Andy Hoffman online asked how much was proposed for lowering taxes, and he was told the tax millage rate went from 4.6 to 4.3. He was told that although the millage rate was lowered, the revenue is slightly higher than last year due to home values going up. Mr. Hoffman questioned why there was no revenue for emergency services and fire protection. He was told that the budget reflects what they pay the EMTs, and it was explained where the volunteer fire company gets their revenue.

D. Motion to adopt Resolution #2021-20 fixing the real estate tax rates and assessments, the per capita tax, and the earned income tax levy for fiscal year 2022

Supervisor Ault made a motion to adopt Resolution #2021-20 fixing the real estate tax rates and assessments, the per capita tax, and the earned income tax levy for fiscal year 2022 with the amendment of 46 to 43 cents in Section 1, seconded by Supervisor Staaf. **Motion carried.**

E. Motion to approve the purchase of a replacement desktop computer for the Police Department booking room at a cost of \$1,343.99.

Supervisor Staaf made a motion to approve the purchase of a replacement desktop computer for the Police Department booking room at a cost of \$1,343.99, seconded by Rynearson. **Motion carried.**

F. Motion to approve the purchase of four (4) sets of winter tire chains for the Public Works Department per the quote received from Mar-Bar Tire Service at a total cost of \$980.00.

Supervisor Ault made a motion to approve the purchase of four (4) sets of winter tire chains for the Public Works Department per the quote received from Mar-Bar Tire Service at a total cost of \$980.00, seconded by Supervisor Hartlaub. **Motion carried.**

G. Motion to accept the Letter of Resignation from Thomas J. Hartlaub II

Supervisor Ault made a motion to accept his resignation in lieu of termination from Thomas J. Hartlaub, seconded by Supervisor Staaf. **Motion carried.**

H. Motion to grant authorization to advertise for the hiring of a new roadmaster

Supervisor Rynearson made a motion to grant authorization to advertise for the hiring of a new roadmaster, seconded by Supervisor Franks. **Motion carried.**

I. Motion to approve the Employment Agreements between West Manheim Township Board of Supervisors and the Chief of Police for the West Manheim Township Police Department, the Lieutenant of Police for the West Manheim Township Police Department, and the Township Manager

Supervisor Ault made a motion to table the Employment Agreements between West Manheim Township Board of Supervisors and the Chief of Police for the West Manheim Township Police Department, the Lieutenant of Police for the West Manheim Township Police Department, and the Township Manager, seconded by Supervisor Staaf. **Motion carried.**

SUBDIVISION PLANS:

A. EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Motion to approve an extension request Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 12/15/2021) through 04/20/2022.

Supervisor Rynearson made a motion to grant the extension request Belmont Ridge Phase V, 203 Lot Preliminary Plan through 04/20/2022, seconded by Supervisor Staaf. **Motion carried.**

2. Motion to approve an extension request for Belmont Ridge Phase V, 172 Lot Parallel Plan Preliminary Plan (Review time expires 12/15/2021) through 04/20/2022.

Supervisor Rynearson made a motion to grant the extension request Belmont Ridge Phase V, 172 Lot Parallel Plan Preliminary Plan through 04/20/2022, seconded by Supervisor Hartlaub. **Motion carried.**

3. Motion to approve an extension request for Keel LP., Phase II 6 Lots – Preliminary Plan (Review time expires 12/22/2021) through March 23, 2022.

Supervisor Franks made to grant the extension request for Keel LP., Phase II 6 Lots – Preliminary Plan through March 23, 2022, seconded by Supervisor Rynearson. **Motion carried.**

B. ALL TO BE TABLED:

Kyle Cox and Adam Amspacher – Preliminary/Final – 2 Lot Subdivision Plan (Review Time expires 5/18/2022).

Supervisor Ault made a motion to table the following plan to the date that is shown: Kyle Cox and Adam Amspacher – Preliminary/Final – 2 Lot Subdivision Plan (Review Time expires 5/18/ 2022), seconded by Supervisor Rynearson. **Motion carried.**

SUPERVISORS AND/OR PUBLIC COMMENTS: Supervisor Ault asked if anyone from the public wanted to speak to the Board members and Andy Hoffman (online) asked if anyone could update him on a propane leak at Gene's Propane. No one on the Board or the Chief of Police had heard about the leak.

Supervisor Staaf showed the Board members a nameplate that he thought was more fitting for the Board. Chairman Ault asked the Board members if they had a problem with buying new nameplates and all agreed it was okay to buy new nameplates.

Supervisor Ault made a motion to buy new nameplates for the Supervisors not to exceed \$100, seconded by Supervisor Rynearson. **Motion carried.**

Chairman Ault thanked Supervisor Staaf for his years of service to the residents of West Manheim Township.

NEXT SCHEDULED MEETINGS: Supervisors - The 2022 Re-Organization Meeting on Monday, January 3, 2022, at 6:00 p.m. with the caucus and work session meeting to follow. Supervisor Regular Meeting – Tuesday, January 18, 2022, at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: Supervisor Hartlaub made a motion to adjourn the meeting at 8:20 p.m., seconded by Supervisor Rynearson. **Motion carried.**

Respectfully,

Secretary

Chairman