

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Tuesday, January 18, 2022
7 p.m.

Chairman Ault called the Regular Meeting of the West Manheim Township Board of Supervisors to Order at 7:04 p.m. on Tuesday, January 18, 2022, 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, Franks, Rynearson and Wetzel. Also, present were the Township Manager Michael Bowersox, Township Engineer Cory McCoy 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 and Township Manager Michael Bowersox asked if anyone present or online wanted to speak at this time and received no reply.

APPROVAL OF MINUTES: Supervisor Rynearson made a motion to approve the Minutes of the Board of Supervisors Reorganizational Meeting and Work Session Meeting of Monday, January 3, 2022, seconded by Supervisor Hartlaub. **Motion carried.**

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

CORRESPONDENCE: Chairman Ault noted the Board received no correspondence.

RECREATION BOARD REPORT: Chairman Ault gave an overview of the Rec. Board's report for those present (copy on file).

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

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

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

ENGINEER'S REPORT: Township Engineer Cory McCoy, C. S. Davidson asked that the Board act on the three items listed on the agenda.

He then told the Board members that Titan Industrial Services, Inc had made application for final payment for the 2021 Bridge Maintenance for \$188,000 and in his report, he asked the Board to withhold the payment until all final paperwork was received from the contractor. He then told the Board members that C.S. Davidson had received that paperwork from the contractor. Supervisor Ault asked if money was being held for an 18-month bond and Mr. McCoy explained that it was not necessary because it was a maintenance guarantee, which runs with the project.

A. Motion to approve the Final Application for Payment from Titan Industrial Services, Inc. for the 2021 Bridge Maintenance for \$188,000.00

Supervisor Ault made a motion to approve the Final Application for Payment from Titan Industrial Services, Inc. for the 2021 Bridge Maintenance for \$188,000.00, on the condition that all documented paperwork has been received, seconded by Franks. **Motion carried.**

B. Motion to authorize advertisement for bids to replace box culvert on Pumping Station Road

Supervisor Ault asked if the work involved with replacing the box culvert on Pumping Station Road was work that could be done by the township roadcrew. Township Engineer Cory McCoy explained that the bids were for the structural design and fabrication. The bids would be going to pre-casters for them to evaluate, design it and then give C.S. Davidson the price to supply it. Supervisor Ault questioned why it was going out for bids to design it when C.S. Davidson had already designed it. Township Engineer Cory McCoy agreed with Supervisor Ault that the site design was done but with these types of culverts that tie-in to an existing structure part of that installation is post-tensioning and setting of the structure so that it does not separate after it is installed. Supervisor Ault wanted to know who was paying for all the engineering fees related to this project and Mr. McCoy said that he thought the developer was paying for everything. Supervisor Ault asked that he verified that information.

Supervisor Ault made a motion to authorize the advertisement for bids to replace the box culvert on Pumping Station Road, conditional upon at no cost to the township's taxpayers for this project as far as engineering cost, seconded by Supervisor Wetzel. **Motion carried.**

C. Motion to give authorization to finalize contract documents for recreation park improvements

Township Engineer Cory McCoy told the Board members that the Rec Park's grant was awarded for \$240,000. He explained that the scope of work that was included in the grant was a paved access drive with parking along one side, providing public water, trails, bird watching area with ADA accessible parking, educational signage, and ADA accessible trail connecting ball fields with the playground. He told the Board members that the scope

of work wasn't changing but to move forward and be able to get any bids, the contract documents must be finalized.

Supervisor Wetzel expressed that he felt the park is getting off track as far as what it is supposed to be according to the original drawings. Supervisor Wetzel then presented copies of the original plans. Supervisor Ault said that some board members know what is in the grant and others do not. He then went over some of the items that are listed as part of the grant. Discussion took place on the grant and the direction the park was going and authorization to finalize the contract documents was tabled.

Supervisor Wetzel made a motion to table authorization to finalize the contract documents for recreation park improvements, seconded by Supervisor Ault. In a vote of Supervisors Ault, Hartlaub, Franks, and Wetzel voting "yay" and Supervisor Rynearson voting "nay" the **Motion carried.**

D. Zoning Map Changes – Information

Supervisor Wetzel made a motion to choose Option #3 with the addition of two parcels, seconded by Supervisor Franks. **Motion carried.**

REPORTS:

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

Supervisor Ault made a motion to accept Reports A., B., C., E., F. as given D. and G. need more clarification before accepting these reports, seconded by Supervisor Rynearson. **Motion carried.**

Manager Report: Michael Bowersox had nothing new to add to his submitted report (copy on file).

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

Old Business:

A. Appointment of Steve Harmon as Township Code Enforcement Officer, Alternate Zoning Officer, and MS4 Administrator

Supervisor Wetzel made a motion to reappoint Steve Harmon as the part-time Township Code Enforcement Officer, Alternate Zoning Officer, and MS4 Administrator on a six-month probationary period and will be reevaluated at the end of the six months, 24 hours a week at \$19.23 per hour, seconded by Supervisor Franks.

Motion carried.

B. Appointment of Township Roadmaster

Supervisor Ault made a motion to appoint Samuel Caltrider as the Township Roadmaster and the approved contract that everyone has agreed upon, seconded by Supervisor Wetzel. **Motion carried.**

C. 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 approve the Employment Agreements that were ratified 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 Rynearson. **Motion carried.**

D. Motion to adopt Resolution # 2022 – 03 - Establishing Salaries for 2022

Supervisor Ault made a motion to adopt Resolution # 2022 – 03 - Establishing Salaries for 2022 with the change to the Roadmaster salary to \$52,000, seconded by Supervisor Rynearson. **Motion carried.**

E. 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 Hartlaub expressed that he felt that the rec park needs the Workmaster 40 Tractor. Supervisor Franks asked Roadmaster Samuel Caltrider if he felt that the Board needed to buy the tractor since the roadcrew does the mowing at the park and he replied that he did not feel it was necessary. Supervisor Ault asked if it would be beneficial to outsource the mowing or should the township continue to mow the rec park. Roadmaster Caltrider said that it takes a day to mow the rec park. He said that they have mowed the township's property and the rec park in one day. Supervisor Wetzel felt that the tractor that is currently there can be used with the new mower. Supervisor Rynearson did say that some of the work that was needed to be done for the Turf to Meadows project the current mower could not be used. He also told the Board members that he did speak with

a Doug's Lawn Care Service company who said that he might be interested in giving a quote in the spring. Supervisor Ault felt it wasn't necessary to subcontract the mowing of the rec park out since the roadcrew can do the mowing in one day.

Supervisor Hartlaub made a motion to buy a Workmaster 40 Tractor for the recreation park, at a cost of \$13,122.00 after discount, seconded by Supervisor Rynearson. In a vote of Supervisors Hartlaub and Rynearson voting "yay" and Supervisors Ault, Franks, and Wetzal voting "nay", the **Motion denied**.

New Business

A. The Annual Shred Event Saturday, May 21, 2022 – Reservation Deposit \$100

Supervisor Ault made a motion to set the Annual Shred Event Saturday, May 21, 2022 – Reservation Deposit \$100, seconded by Supervisor Rynearson. **Motion carried.**

B. Motion to redeem all of the outstanding West Manheim Township General Obligation Bonds, Series of 2013 and General Obligation Bonds, Series A of 2016. The Paying Agent for the Bonds is hereby directed to immediately send the Notices of Redemption to all bondholders and to redeem the Bonds at the earliest available redemption date.

Supervisor Ault made a motion to redeem all of the outstanding West Manheim Township General Obligation Bonds, Series of 2013 and General Obligation Bonds, Series A of 2016. The Paying Agent for the Bonds is hereby directed to immediately send the Notices of Redemption to all bondholders and to redeem the Bonds at the earliest available redemption date, seconded by Supervisor Rynearson. **Motion carried.**

C. Motion to hire a new public works employee

Jeremy Ault made a motion to hire Will Fuhrman as a new public works employee upon an approved Side-Letter of Agreement with the AFSCME regarding the pay, seconded by Supervisor Franks. **Motion carried.**

Subdivision Plans

A. Waiver requests for Woodland Development, Inc. – Fox Meadows - 7 Lots - Preliminary/Final Subdivision Plan

Kris Raubenstine from Hanover Land Services, Inc. was present along with Mr. Richard Krill to explain and answer questions the Board of Supervisors had on the waiver requests for the Fox Meadows – 7 lot subdivision.

He explained that the property is located right next to the Turkey Hill on the southside of Fuhrman Mill Road and was previously call Fuhrman Mill Heights. He then went over each request.

1. Waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-10.A. - Minor subdivision or land development plans. A subdivision or land development plan may be reviewed and acted upon as a final plan without the necessity of a prior preliminary plan approval if it contains no more than four lots or prospective dwelling units and proposes no public improvements.

Action on this request was done after item #5.

2. Waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-45.B.9 – Street design criteria - Existing streets. Where subdivisions or land developments abut existing streets which do not conform to the minimum right-of-way and cartway widths of this chapter, such existing streets shall be improved to the specifications of §235-46 from the center line of the streets abutting the property being subdivided or developed. The ultimate right-of-way is requested to be dedicated from the center line of the streets abutting the property being subdivided or developed.

Supervisor Ault made a motion to grant the waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-45.B.9 – Street design criteria - Existing streets, seconded by Supervisor Wetzel. **Motion carried.**

3. Waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-53.A – Sidewalks. Sidewalks shall be provided for all development located in the Designated Growth Area as defined by Chapter 270, Zoning. Sidewalks shall be provided within the Rural Resource Zone, when the Conservation Overlay is applied as defined by Chapter 270, Zoning. Sidewalks are required in all other areas of the Township as directed by the West Manheim Township Board of Supervisors. If the Supervisors feel that sidewalks, and/or curbing in accordance with §235-54, are not required at this time, then the following language shall be provided on the final plans: "Concrete curbs, sidewalks, and street widening shall be installed in accordance with the West Manheim Township Construction and Materials Specifications by the owner, heirs, or assigns, within six months after receipt of written notice from West Manheim Township."

Supervisor Ault made a motion to grant the waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-53.A – Sidewalks. Sidewalks shall be provided for all development located in the Designated Growth Area as defined by Chapter 270, Zoning, seconded by Supervisor Wetzel. In a vote of Supervisors Ault, Franks, and Wetzel voting “yay” and Supervisors Hartlaub and Rynearson voting “nay” the **Motion carried.**

4. Waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-54.A – Curbing. Curbing shall be provided for all development located in the Designated Growth Area as defined by Chapter 270, Zoning. Curbing shall be provided within the Rural Resource Zone, when the Conservation Overlay is applied as defined by Chapter 270, Zoning. Curbing is required in all other areas of the Township as directed by the West Manheim Township Board of Supervisors. If the Supervisors feel that curbs, and/or sidewalks in accordance with § 235-53, are not required at this time, then the following language shall be provided on the final plans: "Concrete curbs, sidewalks, and street widening shall be installed in accordance with the West Manheim Township Construction and Materials Specifications by the owner, heirs, or assigns, within six months after receipt of written notice from West Manheim Township."

Supervisor Ault made a motion to deny the waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-54.A – Curbing. Curbing shall be provided for all development located in the Designated Growth Area as defined by Chapter 270, Zoning. Curbing shall be provided within the Rural Resource Zone, when the Conservation Overlay is applied as defined by Chapter 270, Zoning and require that the curbing be a concrete curb not asphalt, seconded by Supervisor Rynearson. **Motion carried.**

5. Waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-46(F)(2)(a) Street design standards. Streets shall be designed in accordance with Guidelines for Design of Local Streets and Roads (Publication 70) as amended, of the Pennsylvania Department of Transportation; Chapter 105, Construction and Material Specifications, latest edition, of the Code of the Township of West Manheim, and the following criteria, whichever is more stringent: (F.) Improvement specifications (2) Lots abutting arterial and collector roads. In a subdivision or land development abutting an arterial or major collector street, the following shall be required: (a) The frontage shall be reversed so that the lots contiguous to such roadways will front on a new street or an existing local street, with an additional lot depth of 15 feet as an easement exclusively for planting and screening to be provided by the developer along the existing street.

Supervisor Ault made a motion to grant the waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-46(F)(2)(a) Street design standards, seconded by Supervisor Rynearson. **Motion carried.**

After acting on waiver requests 2 – 4, the Board acted on the first waiver request at this time.

Supervisor Ault made a motion to grant the waiver request from the West Manheim Township Subdivision and Land Development Ordinance §235-10.A. - Minor subdivision or land development plans, seconded by Supervisor Franks. **Motion carried.**

B. EXTENSION REQUESTS PER DEVELOPER LETTERS: None

C. ALL TO BE TABLED:

Keel LP., Phase II 6 Lots – Preliminary Plan (Review time expires 3/23/2022).
Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 04/20/2022)
Belmont Ridge Phase V, 172 Lot Parallel Plan Preliminary Plan (Review time expires 04/20/2022)
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 plans to the date that is shown: Keel LP., Phase II 6 Lots – Preliminary Plan (Review time expires 3/23/2022); Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 04/20/2022); Belmont Ridge Phase V, 172 Lot Parallel Plan Preliminary Plan (Review time expires 04/20/2022); Kyle Cox and Adam Amspacher – Preliminary/Final – 2 Lot Subdivision Plan (Review Time expires 5/18/2022), seconded by Supervisor Hartlaub. **Motion carried.**

17. Supervisors and/or Public Comments: Supervisor Ault asked if anyone from the public and online wanted to speak to the Board members and received no answer.

Chairman Ault then asked the Board of Supervisors to consider buying a pressure washer for the Public Works Department from Tri-Boro with the 200-gallon water supply tank for \$6,575. Chairman Ault asked that this be put on the next agenda.

Roadmaster Caltrider asked that during his probationary period if he would be able to take the truck home on nights that they are calling for snow. Chairman Ault expressed that he did not have a problem with him taking his truck home on those nights and the other board members agreed that he would be able to take his truck home when calling for snow.

Chairman Ault told the Board members that he and Supervisor Wetzel went to Manheim Township with a proposal of using their paver with their help to do the township's road. He told them by helping the township do the township roads, those roads would not need to go out to be bid. Therefore, saving the Township money. Chairman Ault told the Board members the offer that he gave them is, the Township would pay their employees their hourly rate while they were helping the Township; however, in lieu of using their paver West Manheim Township would donate the road crew to them for the equal amount of time. He then explained to the Board members if West Manheim Township used Manheim Township's employees for five days in one year, the township would pay Manheim Township for the use of their employees at their labor rates for five days in a form of a check. However, the Township would donate the roadcrew for five days for the use of the paver, which would be a \$150,000 to \$200,000 investment. He believes the Manheim Township Board of Supervisors will accept this offer and West Manheim Township would be able to do more projects.

Chairman Ault then told the Board members that the Township currently owns 1–550-gallon salt brine sprayer that goes on the back of an F-550. He then told all present that he does plowing and does salt brining for Maryland State Highway Department in Carroll County, Maryland roads. He explained that two of his trucks are on Route 496 and that route can only have salt brine applied by law due to the waterways along that route. He has two trucks that apply granular salt on Route 140. At the end of a storm both roads look the same. He then told the Board members that salt brine is a ratio of between 27 and 30 percent salt and the remaining is water. So, you get virtually four times the amount of product for less money. Salt brining goes further than granular salt. He then asked the Roadmaster how much salt was used on the first snowstorm for this year and the Roadmaster told him 90 ton at a cost of \$93 a ton. He then explained if they could mix that a run salt brine, they could have bought \$3,000 in salt versus \$8,000. He realized that the Township is not setup to use salt brine. He then asked the Board members to consider buying two more skid-mounted salt brine systems for the two 550's and an additional storage tank.

Chairman Ault then informed the Board members that several mailboxes were destroyed in the snowstorm, and he felt that the Township should replace them.

18. Next Scheduled Meetings: Supervisors Work Session – Thursday, February 3, 2022, at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Regular Meeting - Tuesday, February 15, 2022, at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

ADJOURNMENT: Chairman Ault made a motion to adjourn the meeting at 8:50 p.m. and then go into an executive session with the Police Department, seconded by Supervisor Ryneerson. **Motion carried.**

Respectfully,

Secretary

Chairman