

WEST MANHEIM TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

Regular Meeting

Tuesday, March 15, 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, March 15, 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, Ryneerson, and Wetzel. Also, present were the Township Manager Michael Bowersox, Township Solicitor Walter Tilley, III from Stock and Leader Attorneys at Law, and Township Secretary Miriam Clapper. Township Engineer Cory McCoy from C. S. Davidson, Inc. attended the meeting through the GoToMeeting video conferencing software. 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 Ryneerson made a motion to approve the Minutes of the Board of Supervisors Work Session Meeting of Thursday, March 3, 2022, as corrected, seconded by Supervisor Ault.
Motion carried.

Chairman Ault pointed out on page 2, under DISCUSSION ITEMS, item B. Review and discuss plans for the public works building, paragraph 1 should say "60 feet" not "65 feet". He also pointed out in paragraph 2 should say "\$25,000" not "\$2,500".

DISBURSEMENTS: Before approving the disbursement Chairman Ault explained that the Board decided to change the way they would be approving disbursements. He explained that they would be approving the monthly vendor bills with the pre-approved monthly vendor payments motion. He explained that the Board would be approving anything that was from a non-monthly vendor.

A. Motion to pre-approve monthly vendor payments

Supervisor Ryneerson made a motion to pre-approve monthly vendor payments, seconded by Supervisor Ault.
Motion carried.

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

CORRESPONDENCE: Chairman Ault noted the Board received a letter from the Borough of Littlestown asking for a letter of support for their community park and pool project. He was in support of their project and added that Supervisor Wetzel thought they were applying for a grant, which would require the letter.

A. Letter from the Borough of Littlestown asking for a letter of support for their community park and pool project

Supervisor Rynearson made a motion directing the Township Manager to send a letter showing the West Manheim Township Board of Supervisors' support for their community park and pool project, seconded by Supervisor Wetzel. **Motion carried.**

RECREATION BOARD REPORT: Co-chair Nina Rynearson explained the plan for this year's Easter egg hunt at the recreation park. She said they would be doing the scavenger hunt again this year with participants getting a sheet with clues on it. She told the Board member that participants will go throughout the park looking for clues and when they collect all fifteen letters, they will form a phrase.

She told the Board members that they will be starting spring clean-up and the Rec Board members will be addressing the picnic tables in pavilion #2, which will need to be cleaned and spray washed. She said that the trails throughout the park are in great shape just waiting on the new mower for the grass mowing season. She did speak on the Angel Garden (part of an Eagle Scout project) and the need to be cleaned out of weeds and such. Once it is cleaned, they will continue to maintain the garden going forward.

Supervisor Rynearson told the Board members that a gentleman by the name of Mike Rubin approached the Rec Board about holding a variety of camps at the park this summer and later in the year using the soccer fields, the first would be a baseball camp. Supervisor Rynearson said that he is talking to Mr. Rubin to iron out the details for using the baseball fields in the park, including that they were not to interfere with the baseball games that are scheduled from June 13 through June 18, 2022. He told the Board members that the camps consist of 20 to 25 people and should be done by 3 p.m., 4 p.m. at the latest. He informed the Board members that he would be talking to the Roadmaster about the soccer cages and to Mr. Rubin about using the soccer fields.

Nina Rynearson asked if the Board would be hiring part-time help for the summer to work at the park and was told yes. Supervisor Ault directed the Roadmaster on the next rainy day to have the roadcrew power wash the picnic tables at the park.

A. Motion to approve an "Easter Egg Hike and Hunt" at the West Manheim Township Recreation Park from April 9– April 16, 2022

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 as given and accept the comments given in the executive session, seconded by Supervisor Rynearson. **Motion carried.**

ENGINEER'S REPORT: Township Engineer Cory McCoy, C. S. Davidson had nothing new to add to his submitted report (copy on file). He reviewed each item that needed action by the Board. He told the Board members that they currently have two grants (one from York County Open Space grant for \$15,000 and one from York County CDBG for \$15,000) in place for updating the Comprehensive Plan. He reminded the Board members that they budgeted \$15,000 to go towards updating the Comprehensive Plan. He told the Board members he is requesting authorization to advertise for planning services. He explained that since the township received a grant from York County CDBG they need to open soliciting bids from other planners.

A. Motion giving the authorization to advertise for bids for the Township Comprehensive Plan Update

Supervisor Rynearson made a motion giving the authorization to advertise for bids for the Township Comprehensive Plan Update, seconded by Supervisor Wetzel. **Motion carried.**

B. Motion to release the Performance Bond for Fox Run Subdivision for \$31,020.00

Township Engineer Cory McCoy told the Board members that they requested the Performance Bond for Fox Run Subdivision for \$31,020.00 to ensure that all public improvements were completed, and the streets be adopted. He said that all improvements were completed, and they are recommending the release of the Performance Bond.

Supervisor Rynearson made a motion to release the Performance Bond for Fox Run Subdivision for \$31,020.00, seconded by Supervisor Wetzel. **Motion carried.**

C. Motion to approve the request to reduce the public improvement financial security for High Pointe at Rojen Farms Phase IID, IIE, and IIF in the amount of \$914,944.80 leaving the remaining security amount of \$3,348,400.00

Township Engineer Cory McCoy explained that this is the first request for security reduction for this subdivision and the work associated with this reduction is for site work, soil erosion controls that were installed, storm sewer that was installed, sanitary sewer that was installed, some of the curbing and paving. He recommends granting their request.

Supervisor Ault made a motion to approve the request to reduce the public improvement financial security for High Pointe at Rojen Farms Phase IID, IIE, and IIF for \$914,944.80 leaving the remaining security amount of \$3,348,400.00, seconded by Supervisor Rynearson. **Motion carried.**

D. Motion to reject both bids received for the Pumping Station Road Culvert

Township Engineer Cory McCoy explained that C.S. Davidson had received two bids for this project. He reminded the Board members that an agreement is in place for the developer to remove the old part of the bridge and extend the box culvert to match the required road widening. The township needs to buy the box culvert and the developer agreed to do the excavation work. He explained that the two bids C.S. Davidson received included all site work and the excavation work as well. So, Township Engineer Cory McCoy is asking the Board to reject the bids for that reason and re-evaluate the April/May time frame to go back out for soliciting bids.

Supervisor Ault made a motion to reject both bids received for the Pumping Station Road Culvert, seconded by Supervisor Hartlaub. **Motion carried.**

REPORTS:

- A. Monthly Budget Review – Treasurer’s Report - February 2022
- B. Chief of Police, Monthly Activity Report – February 2022
- C. Public Works Report – February 2022
- D. Pleasant Hill Volunteer Fire Co.-EMS Reports – February 2022
- E. Code Enforcement Officer Report – February 2022
- F. SEO Report – February 2022

Supervisor Rynearson made a motion to approve the Reports as given, seconded by Supervisor Wetzel. **Motion carried.**

MANAGER REPORT: Township Manager Michael Bowersox informed the Board members that the date for presenting the 2021 financial records audit is scheduled for April 19, 2022, during the caucus. He had nothing else to add to his submitted report (copy on file).

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

OLD BUSINESS: None.

NEW BUSINESS:

A. Motion to approve the purchase of four rooftop HVAC units from R.F. Fager Co., the lowest quoted vendor, for \$35, 537.94, via a COSTARS Contract

Supervisor Ault made a motion to approve the purchase of four rooftop HVAC units from R.F. Fager Co., the lowest quoted vendor, for \$35, 537.94, seconded by Supervisor Rynearson. **Motion carried.**

B. Motion to authorize the Township Manager to advertise for the hiring of the vacant emergency management coordinator position

Supervisor Ault made a motion to authorize the Township Manager to advertise for the hiring of the vacant emergency management coordinator position, seconded by Supervisor Rynearson. **Motion carried.**

C. Motion to extend the Township Manager's Employment Agreement to a date at will

Supervisor Rynearson made a motion to extend the Township Manager's Employment Agreement to a date at will, seconded by Supervisor Hartlaub. **Motion carried.**

SUBDIVISION PLANS:

A. Motion to approve the Ronald L. Carter – Brooksville Manor Condominium Final Land Development Plan (Review Time Expires 04/27/2022)

Ron Carter approached the Board of Supervisors to discuss and answer any questions the Board had on the plan, and to ask for final approval of the plan.

Township Engineer Cory McCoy explained that the owner of this these properties was not proposing any improvements he was just trying to create a condominium association for the two existing lots. He then reviewed his comment letter of March 10, 2022.

Township Secretary Miriam Clapper along with Township Solicitor Walt Tilley informed Mr. Carter that the Brooksville Manor Condominium document had to be recorded at the same time the Brooksville Manor Condominium Final Land Development Plan is recorded.

Supervisor Ault made a motion to approve the Ronald L. Carter – Brooksville Manor Condominium Final Land Development Plan, seconded by Supervisor Wetzel. **Motion carried.**

EXTENSION REQUESTS PER DEVELOPER LETTERS: None

1. Motion to approve an extension request Keel LP., Phase II 6 Lots – Preliminary Plan (Review time expires 3/23/2022) through June 22, 2022, for addressing engineering and DEP comments.

Supervisor Ault made a motion to approve an extension request for Keel LP., Phase II 6 Lots – Preliminary Plan through June 22, 2022, for addressing engineering and DEP comments, Supervisor Hartlaub. **Motion carried.**

ALL TO BE TABLED:

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)
Fox Meadows - 7 Lots – Preliminary /Final Subdivision Plan (Review Time Expires 09/21/2022)

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 04/20/2022); Belmont Ridge Phase V, 172 Lot Parallel Plan Preliminary Plan (Review time expires 04/20/2022); Fox Meadows - 7 Lots – Preliminary /Final Subdivision Plan (Review Time Expires 09/21/2022), seconded by Supervisor Rynearson. **Motion carried.**

SUPERVISORS AND/OR PUBLIC COMMENTS: Supervisor Ault and Township Manager Michael Bowersox asked if anyone from the public wanted to speak to the Board members and received no reply.

NEXT SCHEDULED MEETINGS: Supervisors Work Session – Thursday, April 7, 2022, at 7:00 p.m. with Supervisors Caucus at 5:30 p.m. Supervisors Regular Meeting - Tuesday, April 19, 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 7:40 p.m., seconded by Supervisor Rynearson. **Motion carried.**

Respectfully,

Secretary

Chairman