

WEST MANHEIM TOWNSHIP  
BOARD OF SUPERVISORS MEETING MINUTES

Wednesday, December 13, 2023  
7 p.m.

Supervisor Ault called the Regular Meeting of the West Manheim Township Board of Supervisors to Order on Wednesday, December 13, 2023, at 7:06 p.m., at the Municipal Building, 2412 Baltimore Pike, Hanover, PA 17331.

ROLL CALL: Present were Supervisors Ault, Franks, Hartlaub, Ryneerson and Wetzel. Also, present were Township Manager Michael Bowersox, Township Engineer Cory McCoy from C. S. Davidson, Inc, Solicitor Dave Jones from Stock and Leader Attorneys at Law and Township Secretary, Shanna Smale. A quorum was present.

ANNOUCEMENT: None.

PUBLIC COMMENTS: Supervisor Ault asked if anyone present wanted to speak at this time concerning items on the agenda and Andy Hoffman of 2575 Baltimore Pike came forward to ask a question about the budget and then asked questions not pertaining to the agenda.

Chris Naylor, Attorney from Barley Snyder on behalf of Belmont Ridge LLC addressed the board to ask for a favorable outcome to the extension requests for Belmont Ridge Phase V preliminary and parallel plans.

APPROVAL OF MINUTES: Supervisor Ryneerson made a motion to approve the Minutes of the Board of Supervisors meeting of November 8, 2023, seconded by Supervisor Wetzel. **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. YMCA Snack Town 10K Race Proposal

Supervisor Ryneerson made a motion to approve the YMCA Snack Town 10K Race on Saturday, April 27, 2023, seconded by Supervisor Wetzel. **Motion carried.**

RECREATION BOARD REPORT:

A. Appointment of Terry Ryneerson to the Rec Park Board as of 01/01/2024.

Supervisor Ault made a motion to appoint Terry Ryneerson to the Rec Park Board as of 01/01/2024, seconded by Supervisor Wetzel. **Motion carried.**

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B. Approval of athletic field rental for AVO Soccer Club for Spring/Fall in the amount of \$1,000.00.

Supervisor Rynearson made a motion to approve the athletic field rental at the West Manheim Township Recreation Park for AVO Soccer Club for Spring/Fall in the amount of \$1,000.00. seconded by Supervisor Wetzel. **Motion carried.**

C. Approval of softball field rental for West Manheim Extreme/Mustang Softball for Spring/Fall in the amount of \$1,000.00.

Supervisor Rynearson made a motion to approve the softball field rental at the West Manheim Township Recreation Park for West Manheim Extreme/Mustang Softball for Spring/Fall in the amount of \$1,000.00, seconded by Supervisor Wetzel. Motion carried.

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

SOLICITOR'S REPORT: Supervisor Wetzel made a motion to accept the Solicitor's Report as given, seconded by Supervisor Rynearson. **Motion carried.**

ENGINEER'S REPORT:

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

A. Discussion on Pumping Station Road culvert replacement.

Jason Boyes spoke on behalf of JA Myers Homes about the Pumping Station Road culvert replacement. Jason stated that JA Myers would like to get the project done. Supervisor Ault ask Solicitor, Dave Jones to draft an addendum to the original agreement with dates, deadlines, and a dollar amount.

Supervisor Ault made a motion to draft an addendum to the original agreement with dates, deadlines, and a dollar amount, seconded by Supervisor Franks. **Motion carried.**

B. Discussion of street adoptions in Homestead Acres.

Township Engineer, Cory McCoy discussed with the board some issues with adopting the streets in Homestead Acres. Supervisor Wetzel made a motion to deny the street adoption of Homestead Acres at this time, seconded by Supervisor Franks. **Motion carried.**

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REPORTS:

- A. Monthly Budget Review – Treasurer’s Report – November 2023
- B. Pleasant Hill Volunteer Fire Co.-EMS Reports – November 2023
- C. EMA Report – November 2023
- D. Code Enforcement Officer Report – November 2023
- E. SEO Report – November 2023

Supervisor Wetzel made a motion to accept Reports A-E as given, seconded by Supervisor Rynearson. **Motion carried.**

MANAGER’S REPORT:

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

Old Business: None.

New Business:

- A. Set time for the Re-Organizational Meeting on Tuesday, January 2, 2024, at \_\_\_\_\_ p.m.

Supervisor Ault made a motion to set the time for the Re-Organizational Meeting on Tuesday, January 2, 2024, at 6 p.m., seconded by Supervisor Rynearson.

- B. Adoption of Resolution #2023-10 West Manheim Township 2024 Budget.

Supervisor Wetzel made a motion to adopt Resolution #2023-10 West Manheim Township 2024 Budget, seconded by Supervisor Rynearson. **Motion carried.**

- C. Adoption of Resolution #2023-11 fixing the real estate tax rates and assessments, the per capita tax, and the earned income tax levy for fiscal year 2024.

Supervisor Ault made a motion to adopt Resolution #2023-11 fixing the real estate tax rates and assessments, the per capita tax, and the earned income tax levy for fiscal year 2024, seconded by Supervisor Rynearson. **Motion carried.**

- D. Discussion of, and potential action on, a policy for the collection of past due stormwater fees.

After a brief discussion with the Solicitor, it was decided that the Township would move forward to authorize the lien of properties with past due stormwater assessment fees. Supervisor Ault made a motion to approve the Solicitor to move forward in the lien process of properties with past due stormwater fees, seconded by Supervisor Wetzel. **Motion carried.**

- E. Acceptance of quote for installation of a CCTV System for the new Public Works Building in the amount of \$10,975.00 from WFX.

Supervisor Franks made a motion to approve the quote for installation of a CCTV System for the new Public Works Building in the amount of \$10,975.00 from WFX, seconded by Supervisor Rynearson. **Motion carried.**

- F. Donation in memory of Delores Hartlaub in the amount of \$100 to Brookside Memory Care or Amedisys Hospice on behalf of the West Manheim Township Board of Supervisors.

Supervisor Rynearson made a motion to approve a donation of \$100 to both Brookside Memory Care and Amedisys Hospice in memory of Delores Hartlaub, wife of current Supervisor Harold Hartlaub on behalf of the West Manheim Township Board of Supervisors, seconded by Supervisor Wetzel. Supervisor Hartlaub abstained from the vote. **Motion carried.**

- G. Approval to advertise proposed amendments to the Township's Stormwater Ordinance that would consolidate separate ordinances, allow for the setting of the fee on the annual fee schedule, and to reduce penalties for past due payments.

Supervisor Ault made a motion to approve to advertise proposed amendments to the Township's Stormwater Ordinance that would consolidate separate ordinances, allow for the setting of the fee on the annual fee schedule, and to reduce penalties for past due payments, seconded by Supervisor Franks. **Motion carried.**

- H. Approval of application for payment #1 for the Impounding Dam Road Bridge replacement to Kinsley Construction, Inc., in the amount of \$126,604.60.

Supervisor Ault made a motion to approve the application for payment #1 for the Impounding Dam Road Bridge replacement to Kinsley Construction, Inc., in the amount of \$126,604.60, seconded by Supervisor Rynearson. **Motion carried.**

- I. Act 537 Plan re-evaluation - Approval of quote from LAB's to complete well-sampling and testing services.

Supervisor Ault made a motion to table the Act 537 Plan re-evaluation - Approval of quote from LAB's to complete well-sampling and testing services for more clarification regarding an administrative fee, seconded by Supervisor Rynearson. **Motion carried.**

- J. Approval of quotes from Susquehanna Door Service to replace two exterior doors at the Township building.

Supervisor Ault made a motion to approve the quotes from Susquehanna Door Service to replace two exterior doors at the Township building. One quote for the door and jam for \$5,330.00 and one quote for just the jam for \$1,605.00 not to exceed \$6,935.00, seconded by Supervisor Wetzel. **Motion carried.**

- K. Approval for the hiring of Anthony Evans to a seasonal part-time Public Works position for the purpose of snow removal/plowing at a rate of \$18.00/hr. pending a successful background check.

Supervisor Ault made a motion to approve the hiring of Anthony Evans to a seasonal part-time Public Works position for the purpose of snow removal/plowing at a rate of \$18.00/hr. pending a successful background check, seconded by Supervisor Wetzel. **Motion carried.**

- L. Discussion concerning York Water's responsibility to camera sanitary sewer lines for settling issues on Christian's Drive, Art Drive, Smeach Drive, and Oak Hills/Reservoir Heights Drive.

The Township Solicitor explained that he reached out to York Water, and they are aware that they are responsible for the maintenance of these roads due to the settling issues but they need to fit it in to their schedule.

Supervisor Ault made a motion that he would like to draft an invoice for the repairs we have temporarily made, and this item will be left on the agenda until this matter is rectified, seconded by Supervisor Franks. **Motion carried.**

#### Subdivision Plans:

- A. Waiver Request for Wagaman Add-on 2 Lot Preliminary/Final Consolidation Plan

- 1. Waiver Request to the West Manheim Township Subdivision and Land Development Ordinance, Chapter 235, Article V Design and Construction Standards, §235-46.F. Improvement Specifications. All streets shall be designed and constructed in accordance with PennDOT Publication 408 and Chapter 105, Construction and Materials Specifications, of the Code of the Township of West Manheim, as amended. (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.

The Township Engineer explained to the board that the waiver request should be all of section §235-46 not just §235-46.F. He stated that by not granting this waiver request it would require more maintenance and very little benefit to the Township. Supervisor Ault made a motion to grant the Waiver Request to the West Manheim Township Subdivision and Land Development Ordinance, Chapter 235, Article V Design and Construction Standards, §235-46, seconded by Supervisor Rynearson. **Motion carried.**

- B. Approval of Wagaman Add-on 2 Lot Preliminary/Final Consolidation Plan (Review time expires 1/25/2024)

Supervisor Ault made a motion to approve Waganan Add-on 2 Lot Preliminary/Final Consolidation Plan (Review time expires 1/25/2024), seconded by Supervisor Rynearson. **Motion carried.**

C. EXTENSION REQUESTS PER DEVELOPER LETTERS:

1. Oakwood Hills 69- Lot Preliminary Plan (Review time expires 12/21/23) to 3/21/2024

Supervisor Wetzel made a motion to approve the extension request for Oakwood Hills 69- Lot Preliminary Plan (Review time expires 12/21/23) to 3/21/2024, seconded by Supervisor Franks. **Motion carried.**

2. Belmont Ridge Phase V, 203 Lot Preliminary Plan (Review time expires 12/31/2023) to 5/31/2024
3. Belmont Ridge Phase V, 172 Lot Parallel Plan Preliminary Plan (Review time expires 12/31/2023) to 5/31/2024

Supervisor Ault made a motion to approve extension requests for both Belmont Ridge Phase V, 203 Lot Preliminary Plan and Belmont Ridge Phase V, 172 Lot Parallel Preliminary Plan (Review time expires 12/31/2023) to 5/31/2024, seconded by Supervisor Rynearson. **Motion carried.**

D. ALL TO BE TABLED:

- Prinland Heights – Phase 3 Final Subdivision Plan (Review time expires 2/14/2024)
- Taco Bell - Preliminary/Final Land Development Plan (Review time expires 2/20/24)
- Whitetail Ridge Lot Line Adjustment – Preliminary/Final Land Development Plan (Review time expires 2/22/2024)
- Burkentine Fields – 310 Unit Preliminary Land Development Plan (Review time expires 4/30/2024)

Supervisor Ault made a motion to table the following plans to the date that is shown, seconded by Supervisor Rynearson. **Motion carried.**

**SUPERVISORS AND/OR PUBLIC COMMENTS:** Supervisor Ault asked if anyone in the public or any Supervisors wanted to speak. Supervisor Rynearson stated that since it was his last meeting before his term was up, he wanted to thank the other Supervisors, Township staff and residents for the opportunity to serve. Supervisor Ault presented Supervisor Rynearson with a certificate of service and a crystal plaque on behalf of the Township and PSATS.

Supervisor Ault stated that there would be an Executive Session after the meeting to discuss personnel matters.

**NEXT SCHEDULED MEETINGS:** Next Scheduled Meeting: Board of Supervisors - 2024 Re-Organization Meeting on Tuesday, January 2, 2024, at 6 p.m. and Regular meeting Wednesday, January 10, 2024, at 7:00 p.m. with the caucus at 6 p.m.

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ADJOURNMENT: Supervisor Ault made a motion to adjourn the meeting at 7:46 p.m., seconded by Supervisor Wetzel. **Motion carried.**

Respectfully,



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Secretary