

# MANCHESTER TOWNSHIP BOARD OF SUPERVISORS

October 10, 2017

## MEETING

The Manchester Township Board of Supervisors held its regularly scheduled and duly advertised meeting in the public meeting room of the Manchester Township Municipal Services Complex, 3200 Farmtrail Road, York, Pennsylvania, 17406 on Tuesday, October 10, 2017, which was called to order at 7:00 p.m. by Chairperson Lisa Wingert.

## PARTIES PRESENT

Lisa D. Wingert, Chairperson	Timothy R. James, Manager/Secretary
Delmar L. Hauck, Vice-Chairperson	Debra K. McCune, Assistant Secretary
Kenneth D. Wingert, Supervisor	Lawrence V. Young, Solicitor
David K. Brosend, Supervisor	B.J. Treglia, P.E., C.S. Davidson, Inc.
Rodney K. Brandstedter, Supervisor	Ken Goodyear, Public Works Superintendent
	Daniel Hoff, YAUFRR Fire Chief

## PUBLIC COMMENT

Chairperson Wingert invited the public to ask questions or offer comments about any item on the agenda as the board considers each item. She advised that the board would recognize the public at the conclusion of agenda items for any questions or concerns about non-agenda items.

## APPROVAL OF MINUTES

Mr. Hauck made a motion, seconded by Mr. Brandstedter, to approve the meeting minutes of the September 12, 2017 meeting as submitted. Motion carried. Ayes-5 Nays-0.

## UNFINISHED BUSINESS

### DEP Consent Order and Agreement/Interceptor Project

As summarized in item #2 of the manager's report, Mr. James reported ongoing discussions between Attorney Mahoney and DEP counsel relative to the draft Consent Order and Agreement. Engineer Treglia reported meeting with Buchart Horn representatives (York City Sewer Authority) and DEP Water Quality Management Department on October 3, 2017 to submit the final permit required for the interceptor project. The board also held a brief discussion on the cost distribution of the interceptor project with a desire to make a formal decision in November.

### Sewer Rates

As summarized in item #3 of the manager's report, after a discussion the board requested additional sewer fund balance information for further discussion and consideration at a future meeting.

**Sewer Easement Structure Request**

As summarized in item #4 of the manager's report, Solicitor Young reported per board direction, a sewer easement agreement has been drafted relative to request by Melissa and Joseph Renfro, 3502 Riding Club Drive, to allow a fence installation on their property but within the sanitary sewer easement. Solicitor Young stated Mr. and Mrs. Renfro are satisfied with the easement agreement, which if approved would be recorded with the property. Mr. Hauck made a motion, seconded by Mr. Brandstedter, to authorize the chairperson or vice-chairperson to execute an easement agreement allowing the installation of a fence within a township sewer easement at 3502 Riding Club Drive, notwithstanding any sanitary sewer maintenance or repair costs that may impact the fence installation within the easement, be at the expense of the homeowner; as well as recording the agreement with the property with associated costs the responsibility of the homeowner.

Motion carried. Ayes-5 Nays-0.

**2018 Budget**

As summarized in item #5 of the manager's report, Mr. James reported that he had distributed a draft budget for discussion at the October 10, 2017 meeting; a proposed budget to be introduced at the November 14, 2017 meeting; and, final adoption being scheduled for the December 12, 2017 meeting. He requested that the board members provide any 2018 budget parameters (e.g., levels of service; specific projects, etc.) that they may wish as soon as possible, as the date for the submission of departmental and affiliated agencies budget requests was September 15, 2017.

Mr. James advised that the 2018 draft budget shows a total budget of \$14,609,880 or an increase of \$582,440 from 2017. Mr. James reported that general fund budget total is \$11,377,730 or 4.2% increase from 2017. Mr. James also reported among the items that would have an impact on the 2018 General Fund budget are: a) little growth in real estate assessed value, realty transfer tax, earned income tax, local services tax, and mercantile/business privilege tax revenues combined with no increase in uniform construction code fees because of a slowdown in residential property sales and construction; b) replacement of the Toronita Street Bridge; c) increased Chesapeake Bay Pollutant Reduction Plan requirements from DEP and d) capital project obligations. Mr. James stated that a deficit exists in balancing the budget and recommended the board may want to consider utilization of fund balance if needed.

**NEW BUSINESS****Heritage Business Park Lot #1 – Review #2017-02 – Final Land Development Plan**

Chris Dellinger of Herbert, Rowland & Grubic, Inc. representing Heritage Business Park was present to present the final land development plan for a 202,500 sq. ft. industrial building on 16.157 acres located along the south side of the 100 block of Shady Lane. Mr. Dellinger reported the plan includes the developer's responsibility to install a traffic signal at the intersection of Board and May Roads. Mr. Dellinger also indicated that preliminary plans were originally approved in 2007, however indicated current plan submission include changes in stormwater management requirements to current standards.

Mr. Hauck made a motion, seconded by Mr. Brandstedter, to approve the following waivers:

- W1) From Stormwater Management Ordinance section 26-138.C.1A to permit a stormwater basin depth greater than six (6) feet.
- W2) From Stormwater Management Ordinance section 26-138.C.1.C to permit the side slopes of a stormwater basin to exceed 4 horizontal to 1 vertical.
- W2) From Stormwater Management Ordinance section 26-131.K to permit a stormwater management basin be constructed within the building setback.

Motion carried. Ayes-5 Nays-0.

Mr. Hauck made a motion, seconded by Mr. Brandstedter, to approve the Heritage Business Park Lot #1, Review #2017-02 final land development plan.

Motion carried. Ayes-5 Nays-0.

#### **Sewer Easement Agreement – 300 Shady Lane**

As summarized in item #7 of the manager's report, Solicitor Young reported discussion with Heritage Business Park legal counsel relative to a sewer easement agreement that would be needed for a property at 330 Shady Lane with approval of the Heritage Business Park Lot #1, Review #2017-02 final land development plan. Chris Dellinger of Herbert, Rowland & Grubic, Inc. representing Heritage Business Park explained the request. After a lengthy discussion, Mr. Brandstedter made a motion, seconded by Mr. Hauck, to authorize the chairperson or vice-chairperson to execute the sewer easement agreement between Vivian Quigley, 330 Shady Lane, and Manchester Township.

Motion carried. Ayes-5 Nays-0.

#### **Draft Traffic Calming Policy**

As summarized in item #8 of the manager's report, Public Works Superintendent Goodyear was present to present a draft traffic calming policy in light of the numerous speeding complaints that have recently been raised. Mr. Goodyear described that the policy references PennDOT Publication #383, which establishes guidelines to consider traffic calming within residential streets. Mr. Goodyear also distributed examples of traffic calming measures which could be used if a street would qualify for traffic calming consideration. Mr. Brandstedter expressed concern that a policy may not allow flexibility if the board felt it necessary. Solicitor Young stated the policy was brought forward to help establish a guideline for staff to follow. The board by consensus asked to consider the traffic calming policy at a future meeting.

#### **Handicap Parking – 3237 High Street**

As summarized in item #9 of the manager's report, Mr. Brandstedter made a motion, seconded by Mr. Hauck, to authorize Solicitor Young to advertise a proposed ordinance to create a handicap parking space at 3237 High Street.

Motion carried. Ayes-5 Nays-0.

**Resolution #2017-15 – Distribution of 2017 State Municipal Pension Aid**

As summarized in item #10 of the manager's report, Mr. Hauck made a motion, seconded by Mr. Brandstedter, to adopt Resolution #2017-15 to authorize the distribution of \$266,118.69 in 2017 state pension aid that was direct deposited on September 23, 2017 to the respective employee pension plans.

Motion carried. Ayes-5 Nays-0.

**CPA Appointment Notice Authorization**

As summarized in item #11 of the manager's report, Mr. Brandstedter made a motion, seconded by Mr. Hauck, to authorize the advertisement with the thirty (30) day public notice of the board's intent to appoint Kochenour, Earnest, Smyser & Burg, CPA to complete the 2017 township financial statements at a fee of \$14,400.

Motion carried. Ayes-5 Nays-0.

**SPCA Animal Care and Housing Agreement**

As summarized in item #12 of the manager's report, Mr. Hauck made a motion, seconded by Mr. Wingert, to authorize chairperson or vice-chairperson to execute the "Stray Animal Housing and Disposal" agreement with the York County SPCA for 2018 for the annual fee of \$9,081.

Motion carried. Ayes-5 Nays-0.

**Zoning Hearing Fee Schedule**

As summarized in item #13 of the manager's report, Mr. James distributed and discussed an October 2, 2017 memorandum authored by Zoning/Planning Officer Olewiler recommending an increase in zoning hearing board application fees from \$600 to \$650 to more accurately cover increases associated with advertising and stenographer costs. Mr. James stated that the last increase in the zoning application fee occurred in November 2013.

**RECOGNITION OF PUBLIC PRESENT**

In accordance with Act 93 of 1998 (Sunshine Law), Ms. Wingert recognized any members of the audience who wished to address the board.

**MANAGER'S REPORT –**

Item #14 - Solicitor Young reported discussions are ongoing regarding an updated intermunicipal agreement between York City and the York City Treatment Plant connected municipalities. Solicitor Young reported that an agreement could be introduced to the board for consideration in the near future.

Item #21 - Engineer Treglia introduced a change order request for 2017 sanitary sewer work completed by EK Services, Inc. due to excess quantities and labor used to complete work in the amount of \$17,156.85. Mr. Brandstedter made a motion, seconded by Mr. Hauck, to authorize payment of change order for 2017 sanitary sewer projects completed by EK Services, Inc. in the amount of \$17,156.85.

Motion carried. Ayes-5 Nays-0.

Item #24 - The board by consensus, agreed to schedule both the 2018 organizational meeting and regular board meeting for January 2, 2018.

### **OTHER BUSINESS/REPORTS**

Mr. James reported that Fire Chief Hoff had submitted the September 2017 monthly report.

Mr. James reported that Engineer Treglia had submitted the October 10, 2017 engineer's report.

### **APPROVAL OF VOUCHERS**

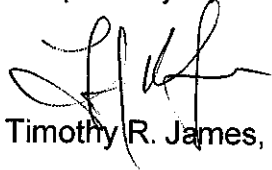
Mr. Hauck made a motion, seconded by Mr. Brandstedter, to approve the payment of the vouchers as listed on the Treasurer's Checks Vouchers List: September 13-19; September 20-26; September 27-October 3; and October 4-10, 2017.

Motion carried. Ayes-5 Nays-0.

### **ADJOURNMENT**

Being no further business, Mr. Hauck made a motion to adjourn the meeting at 8:59 p.m.

Respectfully submitted,



Timothy R. James, Secretary

TRJ/jas

