

MANCHESTER TOWNSHIP BOARD OF SUPERVISORS

November 14, 2023

MEETING

The Manchester Township Board of Supervisors held its regularly scheduled and duly advertised meeting on Tuesday, November 14, 2023, which was called to order at 6:00 p.m. by Chairman Brandstedter.

PARTIES PRESENT

Rodney K. Brandstedter, Chair
John W. Inch, Jr., Vice-Chair (Virtual)
Beth Brennan, Supervisor
Debra K. McCune, Supervisor
Craig Miller, Supervisor

Timothy R. James, Manager/Secretary
Kim A. Hackett, Asst. Secretary
Lawrence V. Young, Solicitor
BJ Treglia, P.E., Engineer
David Lash, NYCPRD Police Chief
Daniel Hoff, YAUFR Fire Chief
Danelle Goodwin, Finance Director

EXECUTIVE SESSION – Zoning Lawsuit

Mr. Brandstedter announced that an executive session was held prior to the start (5:30 p.m.) of the meeting to discuss a zoning lawsuit.

PUBLIC COMMENT

Mr. Brandstedter invited the public to ask questions or offer comments about any item on the agenda as the Board considers each item. He advised that the Board would recognize the public at the conclusion of the agenda items for any questions or concerns about non-agenda items.

APPROVAL OF MINUTES

Ms. Brennan made a motion, seconded by Ms. McCune, to approve the minutes of the October 10, 2023.

Motion carried. Ayes-4 Nays-0.

UNFINISHED BUSINESS

Property Tax Assessment Appeals

As summarized in item #2 of the manager's report, Solicitor Young reported on property tax assessment appeals and the recommendation to establish policy for an appeals process should be initiated. Ms. McCune made a motion, seconded by Ms. Brennan, to table discussions until the school district takes policy action.

Motion carried. Ayes-4 Nays-0.

Proposed 2024 Budget

As summarized in item #3 of the manager's report, Finance Director Goodwin and Mr. James provided a synopsis of the 2024 budget process with a draft budget presentation

on October 10th, proposed budget on November 14th and final budget adoption on December 12th.

Ms. Goodwin advised that the 2024 draft budget shows a total budget of \$19,283,920 or an increase of 6.23% from 2023. Ms. Goodwin reported that the general fund budget total of \$14,199,180 is an increase of 4.85% from 2023. Mr. James reported the draft budget maintains 2023 tax and sewer rate levels. Ms. McCune made a motion, seconded by Mr. Miller, to authorize the proposed 2024 budgets be advertised for adoption consideration at the December 12, 2023, meeting.

Motion carried. Ayes-4 Nays-0.

Alert Fire Company

As summarized in item #4 of the manager's report, Solicitor Young requested guidance on a potential agreement with Alert Fire Company relative to a township contribution to their capital improvement project at Alert Fire Company facility at 3118 N. George Street. After a lengthy discussion Mr. Miller made a motion, seconded by Ms. Brennan, to direct the Solicitor and staff to develop an agreement with Alert Fire Company Trustees which may include a debt instrument; a right of first refusal on a sale of the property; or a no interest mortgage note.

Zoning Lawsuit

Mr. Brandstedter reported per guidance of counsel the township will not take an active position on supporting or opposing an appeal but will maintain the right to intervene.

NEW BUSINESS

Green Light Go Grant Signal Improvements Susq. Trail – Bid Authorization

As summarized in item #5 of the manager's report, Ms. Brennan made a motion, seconded by Ms. McCune, to authorize the bidding/advertising of traffic signal improvements for specific intersections on the Susquehanna Trail corridor in relation to the receipt of PennDOT Green Light Go project grant funding.

Motion carried. Ayes-4 Nays-0.

2024-2026 Mowing Contract

As summarized in item #6 of the manager's report, Ms. Brennan made a motion, seconded by Mr. Miller, to award contract for the 2024-2026 mowing contracted services to McCabe's Land & Lawn at \$34,050 per season (base bid only).

Motion carried. Ayes-4 Nays-0.

PCSM Agreement – Emig & Busser Roads Intersection Improvements

As summarized in item #7 of the manager's report, Mr. Miller made a motion, seconded by Ms. Brennan, to authorize the Chairperson to execute the instrument for the declaration of restrictions and covenants for post-construction stormwater management for portions of parcels at 290 Emig and 320 Busser Roads.

Motion carried. Ayes-4 Nays-0.

Resolution #2023-19 – Sewer Enforcement Officer Appointment

As summarized in item #8 of the manager's report, Ms. McCune made a motion, seconded by Ms. Brennan, to adopt Resolution #2023-19 appointing Patrick Buhl as Manchester Township Sewer Enforcement Officer effectively immediately.

Motion carried. Ayes-4 Nays-0.

Savvy Citizen

As summarized in item #9 of the manager's report, Ms. Brennan made a motion, seconded by Ms. McCune, to authorize the staff to execute an agreement with Savvy Citizen for municipal text notification services.

Motion carried. Ayes-4 Nays-0.

Sanitary Sewer Easement Agreements

As summarized in item #10 of the manager's report, Ms. Brennan made a motion, seconded by Ms. McCune, to authorize the Chairperson or Vice-Chairperson to execute the sanitary sewer easement agreements between Manchester Township and Woodland View Associates, LLC.

Motion carried. Ayes-3 Nays-0 (Miller absent).

Traffic Studies

As summarized in item #11 of the manager's report, Ms. Brennan made a motion, seconded by Mr. Miller, to authorize the Solicitor and staff to advertise a proposed ordinance to establish a parking prohibition be established on the west side of Masonic Drive from 50 feet north of the northern driveway to approximately 150 feet south of the south driveway at 424 Masonic Drive.

Motion carried. Ayes-4 Nays-0.

After a brief discussion the Board of Supervisors requested the attendance of Traffic Engineer Henise to discuss recommendations for Harvest Drive and Leaf Street.

ODCC/Brittany Stormwater Improvement Project – Change Order #1

As summarized in item #12 of the manager's report, Engineer Treglia reported on the Outdoor Country Club / Brittany Stormwater Improvement Project and the request of Change Order #1 due to the contractor's having additional time due to subsurface utility conflict. Ms. Brennan made a motion, seconded by Ms. McCune, to approve Change Order #1 for \$1,480 for additional excavation to adjust for subsurface communication lines.

Motion carried. Ayes-4 Nays-0.

RECOGNITION OF PUBLIC PRESENT

In accordance with Act 93 of 1998 (Sunshine Law), Mr. Brandstedter recognized any participants who wished to address the Board.

Harry Long, Jr. 131 Willis Road, questioned receipt of sanitary sewer increase notice from Pennsylvania American Water Company.

OTHER BUSINESS/REPORTS

Chief Lash provided a monthly police activity report.

Mr. James provided a brief report on recent activities of the Interstate 83 proposed Exit 26 regional committee.

APPROVAL OF VOUCHERS

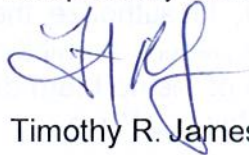
Ms. McCune made a motion, seconded by Mr. Miller, to approve the payments of the vouchers as listed on the Treasurer's Checks Vouchers Lists: October 24 and November 14, 2023.

Motion carried. Ayes-4 Nays-0.

ADJOURNMENT

Being no further business, Ms. Brennan made a motion to adjourn the meeting at 7:21 p.m.

Respectfully submitted,



Timothy R. James, Secretary

TRJ/jas