

# MANCHESTER TOWNSHIP BOARD OF SUPERVISORS

October 10, 2023

## MEETING

The Manchester Township Board of Supervisors held its regularly scheduled and duly advertised meeting on Tuesday, October 10, 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  
Beth Brennan, Supervisor  
Debra K. McCune, Supervisor (Virtual)

Timothy R. James, Manager/Secretary  
Kim A. Hackett, Asst. Secretary  
Lawrence V. Young, Solicitor  
BJ Treglia, C.S. Davidson, Inc.  
David Lash, NYCPRD Police Chief  
Daniel Hoff, YAUFRR 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 legal suit and a personnel matter.

## 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 Mr. Inch, to approve the minutes of the September 12, 2023, meeting as amended.

Motion carried. Ayes-3 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. The Board of Supervisors requested this topic be included with future agenda items.

### 2024 Budget

As summarized in item #3 of the manager's report, Ms. Goodwin provided a synopsis of the 2024 budget process and requested board members' guidance on parameters or specific projects. Ms. Goodwin reported a 2024 proposed budget will be presented on

November 14, 2023, for advertising consideration and a final budget on December 12, 2023.

### **Alert Fire Company**

As summarized in item #4 of the manager's report, Chris Matles, 2262 Friesian Road and Nick Zambito, 740 Sinkings Springs Lane, were present representing the Alert Fire Company Trustees to provide a status update on a proposed improvement project at Alert Fire Company. Mr. Matles and Mr. Zambito described a scaled down proposed project from the originally proposed project. Mr. Matles also requested financial support from the township for the project. Mr. Brandstedter stated that the Board would consider the request as part of the budgeting process.

### **NEW BUSINESS**

#### **Resolution #2023-18 – Distribution of 2023 State Municipal Pension Aid**

As summarized in item #5 of the manager's report, Mr. Inch made a motion, seconded by Ms. Brennan, to adopt Resolution #2023-18 to authorize the distribution of the 2023 state pension aid to the respective employee pension plans.

Motion carried. Ayes-3 Nays-0.

#### **CPA Appointment Notice Authorization**

As summarized in item #6 of the manager's report, Ms. Brennan made a motion, seconded by Mr. Inch, to authorize that the appropriate advertisement be placed in compliance with the thirty (30) day public notice of the board's intent to appoint an accounting firm of the board's discretion.

Motion carried. Ayes-3 Nays-0.

#### **Building Code Official – Appointment**

As summarized in item #7 of the manager's report, Ms. Brennan made a motion, seconded by Mr. Inch, to appoint Rachel Vega as Manchester Township Building Code Official and Lisa Fuess as alternate Manchester Township Building Code Official.

Motion carried. Ayes-3 Nays-0.

#### **Staff Engineer**

As summarized in item #8 of the manager's report, Mr. Inch made a motion, seconded by Ms. Brennan, to advertise with intent to hire a township staff engineer in the near future.

Motion carried. Ayes-3 Nays-0.

#### **Sanitary Sewer Easement Agreements**

As summarized in item #9 of the manager's report, Mr. Inch made a motion, seconded by Ms. Brennan, 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.

### **2024 Animal Control Contract**

As summarized in item #10 of the manager's report, Mr. James reported that the township received the 2024 Animal Control contract with Klugh Animal Control Services. Mr. James also reported that it was unclear if Klugh Animal Control would be providing services in 2024 until said proposed contract was received. Ms. Brennan made a motion, seconded by Mr. Inch, to authorize the Chairperson or Vice-Chairperson to execute the 2024 agreement for animal control services with Klugh Animal Control Services.

Motion carried. Ayes-3 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. Kristy Pokopec, 2655 Chadbourne Lane, was present to express support for the installation of an eight (8) pickleball court project at Cousler Park. Denise Mehl, 1180 Hambiltonian Way was present to offer her positive experience with participating in pickleball. Sheldon Kohr, 2538 Cousler Circle, was present to also express support for the installation of pickleball courts at Cousler Park.

Harry Long, Jr. 131 Willis Road, questioned guidance on the recent receipt of a sewer easement agreement.

### **OTHER BUSINESS/REPORTS**

The Board of Supervisors directed staff to contact members of boards and commissions who have expiring terms regarding interest in extended appointment terms.

Engineer Treglia provided a status report with the ODCC/Brittany stormwater improvements project including expanding the necessary permitting to resolve a potential drainage concern.

Chief Lash provided a monthly police activity report.

Mr. James provided a report on recent activities of the Interstate 83 proposed Exit 26 regional committee. The Board of Supervisors expressed interest in a cooperative effort to fund consultant work seeking funding opportunities to assist with the development of Exit 26 at Canal Road.

### **APPROVAL OF VOUCHERS**

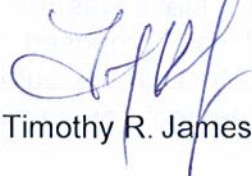
Mr. Inch made a motion, seconded by Ms. Brennan, to approve the payments of the vouchers as listed on the Treasurer's Checks Vouchers Lists: September 26 and October 10, 2023.

Motion carried. Ayes-3 Nays-0.

**ADJOURNMENT**

Being no further business, Ms. Brennan made a motion to adjourn the meeting at 7:08 p.m.

Respectfully submitted,



Timothy R. James, Secretary

TRJ/jas