

**MANHEIM TOWNSHIP**  
**5191 Wool Mill Road**  
**Glennville, PA 17329**

**Minutes, Manheim Township Board of Supervisors Meeting**  
**February 21, 2022**

The Manheim Township Board of Supervisors, York County, PA met on Monday, February 21, 2022 to transact the regular monthly business.

The following were in attendance:

Larry Miller  
Rose Kirkpatrick

Township Staff:

Michelle Hershey, Administrator-Secretary-Treasurer  
Dennis Perks, Public Works Manager  
John Elliott, Solicitor  
Simon Schilling, Commonwealth Code Inspection Services

Not present:

Nate Osborne

There was 12 persons in the audience.

Chairman Miller called the meeting to order at 7:00 PM with the Pledge to the Flag.

**Executive Session -**

One executive session on January 3, 2022, and one executive session on February 21, 2022, to discuss personnel matters.

**Announcements –**

None

**Public Comment –**

None

**Consent Motion Package**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick, to approve the consent motion package consisting of: Board Minutes of January 3, 2022, Tax Collector Reports for December 2021 & January 2022, and reports from the following: Treasurer, Road Department, January NYCRPD Activity report.

**Vote 2-0**

**A. Board Correspondence –**

None

## **B. Solicitors Report –**

### **Report on 4357 Blue Hill Rd. Property**

Solicitor Elliott provided a report from the private investigator to the Board of Supervisors who he employed to serve process on the Krofts (owners of the Blue Hill Road property).

Unfortunately, both of the Krofts are now deceased, Sarah apparently just died within the last few months. According to the information Mr. Ross found out, the next of kin is estranged from the family and was probably not aware of the deaths.

The Carroll County sheriff's office gave Mr. Ross contact info for Dennis Kroft, who they believe is one of the children. Solicitor Elliott has an address and phone number for him in Frederick MD.

Solicitor Elliott asked how the board would like to proceed. It may be that the real estate taxes will not be partially paid any longer, so it may in fact go to tax sale unlike prior years. He can also attempt to contact Dennis Kroft to find out if an estate will be opened and if any of the surviving family members intend to keep the property, though the information available suggests that the children did not want any contact with the parents, so he may not get a response to such an inquiry.

Supervisor Kirkpatrick asked if the township cleans up the property can the township get reimbursed for the expense. Solicitor Elliott stated yes, a municipal lien can be put on the property to cover expenses if it goes to tax sale. If the property goes to judicial sale, then there is a chance that the township would not be able to recover the cost. Supervisor Kirkpatrick stated that they would like to have all the brush cut back and have the doors and windows boarded up as well as no trespassing signs placed on the property.

Chairman Miller asked that if the property isn't sold is the township able to take the property by emanate domain. Solicitor Elliott stated that the township could take it by emanate domain, but they would have to prove that a legal proper notice to whomever the record owner is has been served and we would also have to determine whether an estate has been opened. Solicitor Elliott stated that the township might want to get an appraisal of the property first before committing one way or the other.

Supervisor Kirkpatrick stated that she thinks that the township should just clean up the property and board up the house and wait for the property to go to tax sale and then decide what to do after that. Chairman Miller asked Perks how long does he think it will take. Perks stated about a week.

Supervisor Kirkpatrick made a motion, seconded by Chairman Miller to authorize the road crew to go on to the 4357 Blue Hill Rd property for the purpose of cleaning and boarding it up for safety reasons.

### **Vote 2-0**

Solicitor Elliott reported that the Ag Security Proposal was advertised on February 1, 2022. It has been more than 15 days which is the time allotted for members of the public to make written

comments. Solicitor Elliott stated that York County Planning Commission has already approved the proposal. The Manheim Township Planning Commission and the Agricultural Security Board have up to 45 days to comment and report back if they choose. If nothing is reported back after the 45 days and nothing happens then it is deemed to be approved as is. A hearing can then be held to accept the property into the Ag Security Area. Once it's approved there is a written resolution that would be signed at that time. Solicitor Elliott stated that the hearing could be held as soon as the April meeting if in fact approved. Hershey stated that both commissions will review this at their next meetings at the beginning of March and should be good for the March meeting.

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to authorize Solicitor Elliott to advertise the public hearing for the acceptance of a property of be placed in the Ag Security Area.

**Vote 2-0**

### **C. Committee Reports**

#### **1. Northern York County Regional Police Department –**

Lieutenant Migatulski provided information on how license plate reader's work.

#### **2. EMA –**

None

### **D. Subdivision –**

#### **Jesse Main – 1 Lot Subdivision & MR Application**

This application was accepted for review and consideration at the December 21, 2021, Board of Supervisors meeting. The extended review period will expire on March 21, 2022.

This application has been reviewed by all required agencies.

Based on the nature of the application and the agency comments, the following recommendations are being made:

Grant the modification request that includes:

- A. Section 502.1.N – The applicant is requesting to keep the metallic monuments that are already in place instead of replacing with concrete monuments. Per Section 507.G.1 metallic monuments can be used at the discretion of the township engineer. The township engineer has no issues with the applicant keeping the already placed metallic monuments.

Grant provisional unconditional approval with the following provisions to be verified by the Public Works Manager prior to release of certified plans for recording:

1. DEP approval of the sewage planning module.
2. Payment of any outstanding engineering review fees.
3. Payment of subdivision plan fee in the amount of \$120.0 and the recreation fee in the amount of \$1,000.00

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to grant provisional unconditional approval for the Jesse Main – 1 Lot Subdivision & MR Application as presented.  
**Vote 2-0**

### **Homer Stambaugh Subdivision & 1 Lot Add-on & MR Applications**

This application was submitted on February 2, 2022. The initial review was completed on February 17, 2022. The application was found to be complete and can be accepted for review and consideration. Upon Acceptance, the review period will expire on May 20, 2022.

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to accept the Homer Stambaugh Subdivision & 1 Lot Add-on & MR Applications for review and consideration.

**Vote 2-0**

### **E. Unfinished Business –**

#### **Memorial at MACP for Chairman Muir**

Dawn Muir is still looking for the right project for the donation money received in honor of Chairman Muir. This can remain tabled.

#### **Ordinance Amendments**

Vice Chairman Osborne is working on a list of items that the Board of Supervisors would want to explore on the stormwater management end and provide to the municipal engineer for review. This can remain tabled.

#### **ARPA Funds & Uses**

Supervisor Kirkpatrick asked Solicitor Elliott if he has any knowledge of how the ARPA funds can be used with the new ruling. Supervisor Kirkpatrick stated that there was a disclaimer stating that we should consult with our solicitor prior to spending funds on specific items. Hershey stated that they are stating the funds can be used for lost revenue or there is a standard allowance. We didn't have lost revenue during the pandemic so we are just trying to get clarification on what standard allowance means. Supervisor Kirkpatrick is looking for clarity if the funds can be used for additional police services or for a new employee. Solicitor Elliott stated that he will need to look into that.

#### **Mills Communication Quote for Repeater and New Radios**

Vice Chairman Osborne stated that a Hanover Group, which is Hanover Borough, Penn Township, West Manheim Township are interested in exploring an option to create a Hanover area radio coverage. What would happen is all the separate repeaters that are currently owned would get linked together through the internet. Vice Chairman Osborne stated that if this whole idea comes together, it may make sense for Manheim Township to potentially join into that consortium. Vice Chairman Osborne stated he has yet to see the cost and is unsure of the time frame. Vice Chairman Osborne stated that Public Works Manager Perks should reach out the B. Moyer to discuss what the best radio options are to see what would work with the repeaters.

Vice Chairman Osborne reported that there have been no updates since the December 20, 2021, meeting. This can remain tabled.

## **F. New Business–**

### **Violation Notice Blooming Grove Rd.**

Simon Schilling Met with the homeowner and discussed plans to mitigate the junk in his yard and working without required permits. The following week Simon taped a notice on front door of the barn, so it is visible from the road and also handed a copy to Mrs. Hensel. The letter stating to clean up the junk on the property (to be done by May 15 as per 90-day time limit) and removing animal carcass from the stream.

### **Storm water Management discussion for Manheim Rd. property**

Chairman Miller stated that it has been determined that the property is in compliance with the revised plan that had been approved by the previous zoning officer.

### **West Manheim Township – Paver/Shared Road Crew**

Perks reported that Jeremy Ault from West Manheim Township contacted him about West Manheim Township purchasing a brand-new paver. Mr. Ault stated that if Manheim Township would approve our road crew helping them with their paving projects, then Manheim Township would be able to use their paver for paving projects as well. Mr. Ault is looking for a verbal from the Manheim Township. Perks and Hershey both stated that they want something in writing stating conditions of this deal as well as liability. Chairman Miller stated that he is okay giving a verbal right now but before work begins there must be something in writing as well as a paper trail of hours worked.

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to authorize Manheim Township to assist West Manheim Township with their paving projects in return Manheim Township will be able to use West Manheim Townships paver and road crew for their paving projects.

**Vote 2-0**

### **Authorization to apply for grant funding for new salt barn**

Supervisor Kirkpatrick made a motion, seconded by Chairman Miller to authorize Public Works Manager Perks to apply for grant funding for a new salt barn.

**Vote 2-0**

### **Maintenance of Municipal Building/grant funding**

Public Works Manager Perks reported that he is looking at applying for a grant that is only awarded in York County. This grant would go towards upgrading the municipal building. The grant should open up in April.

Supervisor Kirkpatrick made a motion, seconded by Chairman Miller to authorize Public Works Manager Perks to apply for grant funding for upgrading the municipal building.

**Vote 2-0**

### **Electronic sign at Manheim Elementary/grant funding**

Supervisor Kirkpatrick stated that looking into the York County Economic Alliance for grant funding would probably be more beneficial to get fund for the sign as it's not only being used by Manheim Township but the Manheim Elementary School and the Police Department.

### **Adopt the Pension Disclosure Statement**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to adopt the Pension Disclosure Statement as required by Chapter 7-A of Act 44 of 2009, the Municipal Pension Plan Funding Standard and Recovery Act.

**Vote 2-0**

### **Approve job description for Administrator and Public Works Manager**

Chairman Miller stated that the Board of Supervisors has changed some jobs and titles and asked Solicitor Elliott what they need to do regarding the ordinance. Chairman Miller stated that currently in the ordinance it states that there is a Township Manager which is no longer the case. Solicitor Elliott stated that they should keep the Township Manager in the ordinance just in case that ever changes, that way they wouldn't have to do a new ordinance for that position. Solicitor Elliott stated that he didn't think a new ordinance needed to be done for the creation of the new job titles/positions. The creation of the two new job positions can be added to the employee policy.

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to approve the addition of the Administrator and Public Works Manager job description to the employee policy manual.

**Vote 2-0**

### **Appoint Ken Kirkpatrick & Randy Brady to the Ag Security Advisory Board**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to appoint Ken Kirkpatrick & Randy Brady to the Ag Security Advisory Board.

**Vote 2-0**

### **Pay Increase for Seasonal/Part time Employees (CDL, Non CDL & Flaggers)**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to increase the pay for the Seasonal/Part time CDL drivers from \$14.50 per hour to \$18.00 per hour.

**Vote 2-0**

### **Meet and Greet and Easter Egg Hunt**

Manheim Township will be hosting a meet and greet on May 12, 2022, from 6-8 pm at the Manheim Adventure Park.

Manheim Township will be hosting an Easter Egg Hunt on April 9, 2022, starting at 12:00 pm at the Manheim Adventure Park. This will include food trucks, Easter Bunny, prizes, two bikes raffled off.

### **Purchase Requisitions**

None

**Training Notices:**

PennDOT's 2022 Municipal Road Maintenance and Safety Symposium - \$79.00 per person – Dennis and Mitch – April 24-26 – Hershey Lodge.

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to approve the training notice as presented.

**Vote 2-0**

Next Meeting – March 21, 2022 @7:00 pm

With no further business Chairman Miller adjourned the meeting at 7:56 pm.