

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

**Minutes, Manheim Township Board of Supervisors Meeting**  
**October 23, 2023**

The Manheim Township Board of Supervisors, York County, PA met on Monday, October 23, 2023 to transact the regular monthly business.

The following were in attendance:

Larry Miller  
Nate Osborne  
Rose Kirkpatrick

Township Staff:

Dennis Perks, Public Works Manager  
Michelle Hershey, Administrator-Secretary-Treasurer

Municipal Engineer:

Tim Staub - HRG

Not Present:

John Elliott, Solicitor

There were 0 people in the audience.

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

**Executive Session -**

None

**Announcements –**

None

**Public Comment –**

None

**Consent Motion Package**

None

**A. Board Correspondence –**

None

**B. Solicitors Report –**

None

**C. Committee Reports**

None

**2. EMA –**

None

**D. Subdivision –**

None

**E. Unfinished Business –**

None

**F. New Business–**

**Comprehensive Plan Discussion with Municipal Engineer**

Chairman Miller stated that they need to revisit the municipal comprehensive plan and the township does not want to spend \$80,000.00 to do this. They want to look at better ways to try and do this in a more cost-effective way. Tim Staub with HRG stated that the biggest things that they would want to look at is land usage and how that has changed. Mr. Staub stated that they want to make sure that they don't short circuit the process for public engagement. Public engagement is probably the most important thing that is done; however, it can be the most time-consuming. Chairman Miller stated that previously when they did the comprehensive plan, they did a mail survey and had a resident advisory committee. Mr. Staub stated that what is also important is to get an inventory on stuff that the township has, what the life expectancy is, such as a capital improvement plan. This would include bridges, roads, parks, dangerous intersections, land use. Mr. Staub stated the process could be set up as the first couple of months would be background discussions with the Board of Supervisors and others internally and then have a public meeting that would be held at a municipal event where they can hand out a survey or have a booth to engage with residents and get their input. Mr. Staub stated that to bring the cost down instead of having 14 meetings it could be 7 meetings. The people involved in the process will need to be dedicated and supportive of the process. Supervisor Osborne stated that it seems to him that everyone is more or less satisfied with the current comprehensive plan, but it just needs to be updated from 2000. The information being provided will be coming from Public Works Manager Perks and Administrator Hershey, and working with the police department to get accident reports for intersections or problem intersections. Mr. Osborne stated that he was thinking that all this information coming in would just be for HRG to proof or to help incorporate that information, not so much as to have somebody come out and walk us through the steps and minimize using HRG's time. Mr. Staub stated that the board should look at what he has proposed and say we can take care of this on our own and Tim we will need your help with this. Mr. Staub also stated that he has a new employee that has been working with him for the last couple of months and she will be cheaper to use for data collection than himself, but he would just oversee her on this project and that wasn't included in the proposal submitted in June. Chairman Miller stated that one of the biggest fears in this township is the fact that Penn Township and West Manheim Township are almost built out and the pressure will be heading to

Manheim Township. Chairman Miller asked how a grant would work for the comprehensive plan. Mr. Staub stated that the more you work together with another community or school district, the better the chance of a grant. Mr. Staub stated that the board would be better served to identify what they want to do and then adjust it, not looking at the general fund it would probably be a lot easier. The township can apply but the application won't be graded as high as other communities that are working together. Mr. Staub stated that previously Manheim township went through CDBG, and the process opens up shortly but then it may take a year or so before we would know if awarded a grant. Mr. Staub stated there are other grant programs throughout York County. The open space grant program, that money can be used for planning as well that would go towards open space green way planning so that would cover that portion. Vice Chairman Kirkpatrick stated that we just need a figure of what it would be to look at what we have and tweak it. Chairman Miller stated that it seems we need a list of things that we can do inhouse to make that tweaking easier. Supervisor Osborne stated that there is a lot of stuff as they sit down and go through it, it will be obvious such as permit history, bad intersections, that we can get that information without sending to HRG first. Use the current comprehensive plan as a template and make the updates we know how to update and flag the other stuff that we are uncertain about and have HRG verify. Supervisor Osborne stated that this would hopefully focus the program down, minimizes the time everyone has to spend on it. Mr. Staub stated that if the board can tag the sections that they can think they can do and then he can come back and say okay you guys have got it with a little direction from him. Mr. Staub stated that he can adjust the cost associated with this. The other thing that he has done is that they've done projects over two budget cycles to help spread the impact.

Mr. Staub stated that Ryan Cummings with HRG wanted him to ask if they were still interested in them coming out to look at the Manheim Adventure Park for future purposes. The Public Works Manager stated that is something he would like to have done. He would like them to look at the current plans and where we are currently and what needs to be done for the future and see what kind of grants we can apply for.

### **2024 Budget**

Information discussed regarding the 2024 budget:

- 1) Engineering costs for the comprehensive plan.
- 2) Road projects
- 3) AARPA fund usage
- 4) Contribution increase
- 5) Future capital expenses

### **G. Purchase Requisitions:**

None

### **H. Training Notices:**

None

Next Meeting – November 20, 2023, @7:00 pm

With no further business Chairman Miller adjourned the meeting at 9:05 pm