

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

**Minutes, Manheim Township Board of Supervisors Meeting**  
**January 3, 2023**

The Manheim Township Board of Supervisors, York County, PA met on Monday, January 3, 2023 to reorganize for 2023 and transact the regular monthly business.

The following were in attendance:

Larry Miller  
Nate Osborne  
Rose Kirkpatrick

Township Staff:

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

There was 1 person in the audience.

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

**Reorganization Meeting-**

Supervisor Miller made a motion, seconded by Supervisor Kirkpatrick to elect Administrator Hershey as the temporary Chairman.

**Vote 3-0**

Supervisor Osborne made a motion, seconded by Supervisor Kirkpatrick, to elect Larry Miller as Chairman of the Board.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to elect Rose Kirkpatrick as the Vice Chairman of the Board.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Michelle Hershey as Administrator/Secretary/Treasurer.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to set amount of Treasurer's Bond at \$550,000.00.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to establish monthly meeting location, time, and date for the Board of Supervisors meetings to be held the third Monday of the month at 7:00 PM. Secondary monthly meetings will be held the following Monday at 7:00 PM as needed, at the municipal building.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to advertise monthly meeting location, time, and date for the Board of Supervisors - third Monday of the month at 7:00 PM; Planning Commission-first Thursday of month at 7:00 PM; Zoning Hearing Board – 3<sup>rd</sup> Tuesday of the month at 7:30 PM and authorize advertising recurring monthly Municipal Agency meetings. All meetings will be held at the municipal building.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Ream, Carr, Markey & Woloshin, LLP, and Attorney John Elliot as Solicitor for Board of Supervisors.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint PLGIT and Peoples Bank as the Banking Institutions for Cash Management & Investment Services for 2022.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint York-Adams Tax Bureau under York Tax Collection Committee for Earned Income Tax collections for 2022.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Adams County National Bank as the Banking Institution for Tax Collections.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Supervisor Osborne as Delegate to the York County EIT Tax collection Committee (TCC).

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Chairman Miller as Alternate Delegate to the York County EIT Tax collection Committee (TCC).

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Jeff Mummert of SWSD as Manheim's YATB Director.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Chairman Miller as the alternate YATB Director.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to set Township Employees' percentage rate of contribution to non-uniform employees' pension fund at 3%.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint the Treasurer as Chief Administrative Officer for employee pension.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Rettew as Township Engineer.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Patrick Buhl as the S.E.O Officer and Douglas Stambaugh as the alternate Sewage Enforcement Officer for 2022.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Randy Brady as a Zoning Hearing Board member with term expiration of December 31, 2024.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Joseph Darney as a Zoning Hearing Board Alternate with term expiration of December 31, 2024.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to set the pay rate for seated Zoning Hearing Board members at \$40.00 per case.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Charles Rausch as the Zoning Hearing Board Solicitor.

**Vote 3-0**

Supervisor Kirkpatrick made a motion, seconded by Vice Chairman Osborne, to appoint Larry Miller as the LGAC Representative and Nathan Osborne as the alternate LGAC Representative.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne to appoint Planning Commission Members William Bachman term expiration of December 31, 2027 & Harald Maas term expiration of December 31, 2027.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne to appoint the 2023 LGAC Representative Larry Miller & Alternate Nate Osborne

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Vice Chairman Kirkpatrick as the voting delegate to PSATS Convention.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne to appoint Larry Miller as the Non-Voting Supervisor Representative and Nathan Osborne as the Alternate for Northern York County Regional Police Service.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Rose Kirkpatrick as the Chairman of Ag. Security Board.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Supervisor Kirkpatrick as the Representative to the South Western School District Liaison meetings.

**Vote 3-0**

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Rose Kirkpatrick as the Representative to the South Western Recreation Commission.

**Vote 3-0**

Static Reminder - CVCOG (Building Codes) Supervisor Representative, with term expiring December 31, 2025 – Larry Miller

Chairman Miller Adjourned Reorganization Meeting at 7:10 PM.

Chairman Miller convened the regular business meeting at 7:10 PM.

**Executive Session -**

Chairman Miller announced there was one executive session held on 01/03/2023 at 6:30 pm to discuss personnel and legal matters.

**Announcements –**

None

**Public Comment –**

None

**Consent Motion Package**

Chairman Miller made a motion, seconded by Vice Chairman Kirkpatrick, to approve the consent motion package consisting of: Board Minutes of December 19, 2022, and reports from the following: Treasurer

**Vote 3-0**

**A. Board Correspondence –**

None

**B. Solicitors Report –**

Solicitor Elliott reported that there are no updates regarding the Blue Hill Road property. The last update he received was that the family was planning to sell the property. Solicitor Elliott will contact them to see what the status is on this property.

**C. Committee Reports**

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

None

**2. EMA –**

None

**D. Subdivision –**

**Todd & Colby Gracey subdivision and James Langkam 1 lot add-on.**

This application was accepted for review and consideration on November 21, 2022. The application can remain tabled until reviewed by the Manheim Township Planning commission. The review period expires on February 20, 2023.

**E. Unfinished Business –**

**Ordinance Amendments**

The Board of Supervisors would like more time to review the information provided from Rettew regarding the Ordinance Amendments.

- A) Agricultural
- B) Timber Harvest
- C) Junk
- D) Police Citations for Zoning Violations
- E) Shooting Range

Ordinance amendments to remain tabled.

**Violation Notice Blooming Grove Rd.**

Pete Schilling reached out to the magistrate since he never heard from them. Pete Schilling stated there was a hearing on December 30th which they were never notified of, and was also before the 30 business day time frame that they gave Mr. Hensel which ended on January 3rd. Pete asked if they sent the letter certified and if so, who signed for it and the person he spoke with said they only sent it first class. Mr. Schilling asked their secretaries and none of them said they ever saw the letter. Administrator Hershey stated that the township did not receive any notification of the hearing.

Simon Schilling stated that Mr. Hensel appeared at the meeting and claimed that he cleaned all the junk off of the property, which the court had to dismiss the case since we did not appear. Simon Schilling stated that he does however have pictures that were taken periodically through

December and on January 2nd that show that the property has not been touched since the hearing. Pete Schilling is going to begin the process of refileing on the charges for the lack of permits as well as the junk.

**Brodbeck Road Violation**

Public works Manager Perks and Zoning Officer Simon Schilling will prepare a letter explaining options for assistance for cleaning up property. A date and time will be setup so that Supervisor Osborne can attend this meeting.

**Road Department Radios and Repeater**

Northern York County Regional Police will now be getting a cell tower at their substation in Spring Grove and would like to hold off on purchasing any radios until they can see how this will affect Manheim Township. Remain Tabled

**F. New Business–**

**Adopt Resolution 560 – 2023 Tax Structure**

Supervisor Osborne made a motion, seconded by Vice Chairman Kirkpatrick to adopt the 2023 Tax Structure as presented.

**Vote 3-0**

**Adopt Resolution 561 – 2023 Fee Schedule**

Chairman Miller made a motion, seconded by Vice Chairman Kirkpatrick to adopt the 2023 Fee Schedule as presented.

**Vote 3-0**

**G. Purchase Requisitions:**

None

**H. Training Notices:**

None

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

With no further business Chairman Miller adjourned the meeting at 7:35 pm