

MANHEIM TOWNSHIP
5191 Wool Mill Road
Glenville, PA 17329

Minutes, Manheim Township Board of Supervisors Meeting
January 2, 2024

The Manheim Township Board of Supervisors, York County, PA met on Monday, January 2, 2024 to reorganize for 2024 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

Not Present:

John Elliott, Solicitor

There was 2 persons in the audience.

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

HRG Pricing

Supervisor Miller asked Ryan Cummings with HRG about the billing range that was provided for 2024 engineering services. Ryan stated that the billing range is determined on the person as well as the experience level. Ryan stated that Manheim Township will continue to work with himself, Tim Staub and Steve Malesker on a daily basis. Supervisor Osborne stated that he would like the rates of the people that the township would be dealing with. Ryan stated that his rate is \$175.00 per hour, Tim Staub is \$205.00 per hour and Steve Malesker is \$210.00 per hour. Supervisor Miller stated that the priority from our engineer is quick turnaround because that is very important.

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 – 3rd 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 2024.

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 2024.

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 Herbert, Rowland & Grubic, Inc. (HRG), 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 2024.

Vote 3-0

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Wayne Fuhrman as a Zoning Hearing Board member with term expiration of December 31, 2026.

Vote 3-0

Chairman Miller made a motion, seconded by Supervisor Osborne, to appoint Patrick Lucabaugh as a Zoning Hearing Board Alternate with term expiration of December 31, 2025.

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 Joel Cambra term expiration of December 31, 2027 & Andrew Weaver term expiration of December 31, 2027, Dale Myers term expiration 12/31/2026, Luke Walker term expiration of 12/31/2025.

Vote 3-0

Chairman Miller made a motion, seconded by Supervisor Osborne to appoint the 2024 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 Rose Kirkpatrick 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

Chairman Miller Adjourned Reorganization Meeting at 7:21 PM.

Chairman Miller convened the regular business meeting at 7:21 PM.

Executive Session -

None

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 18, 2023, and reports from the following: Treasurer.

Vote 3-0

A. Board Correspondence –

None

B. Solicitors Report –

None

C. Committee Reports

1. Northern York County Regional Police Department –

None

2. EMA –

None

D. Subdivision –

Reaccept for Review and Consideration the Whitetail Ridge LLC Preliminary/Final – Lot Line Adjustment Subdivision Plan

The application was accepted for review and consideration on December 18, 2023. The application can remain tabled until reviewed by the Manheim Township Planning Commission. The review period will expire on March 18, 2024.

E. Unfinished Business – Ordinance Amendments

This can remain tabled.

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

Violation Notice Blooming Grove Rd.

Nothing to report

Brodbeck Road Violation

Nothing to report

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.

Approve 2024 Rate Schedule from HRG Engineering

Chairman Miller made a motion, seconded by Vice Chairman Kirkpatrick to approve the 2024 HRG rate schedule as presented.

Vote 3-0

Discuss Options for Hoist Repair on Truck 2

Public Works Manager Perks reported that he is working on getting price estimates on having the hoist cylinder made instead of buying a new one.

F. New Business–

Adopt Resolution 567 – 2024 Tax Structure

Supervisor Osborne made a motion, seconded by Chairman Miller to adopt the 2024 Tax Structure as presented.

Vote 3-0

Adopt Resolution 568 – 2024 Fee Schedule

Chairman Miller made a motion, seconded by Vice Chairman Kirkpatrick to adopt the 2024 Fee Schedule as presented.

Vote 3-0

Authorize Hiring New General Laborer and Set Pay Rate.

Vice Chairman Miller made a motion, seconded by Supervisor Osborne to authorize the hiring of a General Laborer at a starting rate of \$17.00 per hour.

Vote 3-0

G. Purchase Requisitions:

None

H. Training Notices:

None

Next Meeting – February 19, 2024 @7:00 pm

With no further business Chairman M at 8:02 pm