

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

**Minutes, Manheim Township Board of Supervisors Meeting**  
**July 19, 2021**

The Manheim Township Board of Supervisors, York County, PA met on Monday, July 19, 2021 to transact the regular monthly business.

The following were in attendance:

Larry Miller  
Nate Osborne  
Rose Kirkpatrick

Township Staff:

Michelle Hershey, Secretary-Treasurer  
Dennis Perks, Equipment Operator

Present:

John Elliott, Solicitor  
Pete & Simon Schilling – Commonwealth Code Inspection Services

Not Present:

Gerald Shue, Road Foreman

There were 6 people in the audience.

Chairman Miller called the meeting to order at 7:02 PM with the Pledge to the Flag.

**Executive Session -**

There was 1 executive session – July 19, 2021, at 5:45 pm 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 package consisting of: Board Minutes of June 21, 2021, Tax Collector Report for June 2021, and reports from the following: Treasurer, Road Department.

**Vote 3-0**

**A. Board Correspondence –**

None

## **B. Solicitors Report –**

Solicitor Elliott reported that there have been amendments to the Sunshine Law which require municipalities to post their agenda at least 24 hours prior to the meeting. If there is a website, it must be posted there, and copies of the agenda must be made available to the public. The Board is limited to acting on the items on the agenda with a few exceptions for emergencies or de minimis matters that do not involve expenditures of funds. This goes into effect August 29, 2021.

## **C. Committee Reports**

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

Nothing to report

### **2. EMA –**

None

## **D. Subdivision –**

None

## **E. Unfinished Business –**

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

Vice Chairman Osborne spoke with Kevin Dickmyer and stated that Dawn Muir is still looking for the right project for the donation money received in honor of Chairman Muir. This can remain tabled.

### **Letter from NYCRPD – Invitation to Join with Full Membership**

A letter was sent inviting Manheim Township to join NYCRPD to become a full participant. Chief Lash reported that the Commission will begin the process of reviewing and revising its Charter which dates to 1972. If Manheim Township became a full participant this would secure a seat at the table during the important discussions. Copies of the required Resolutions and Ordinances with an explanation of the joinder process will be emailed to the solicitor. The only material change is that Manheim Township must make a capital contribution in the amount of \$7,464.27. Chairman Miller stated that this needs to be reviewed with Solicitor Elliott because he has specific concerns regarding the exit strategy. Solicitor Elliott stated it is not well defined and would be getting into a grey area with litigation. NYCRPD Commission intends to update that process and define it better. If Manheim Township became a member, they would have a minority vote in that process but would not be in full control. Solicitor Elliott stated as it stands now, if Manheim Township were to join, they would be going in blind and on faith as to what exactly the terms would be. Manheim Township would be responsible in general terms for the consequences of them pulling out or lowering service, but they cannot tell you what that exact formula is. Chairman Miller asked if Solicitor Elliott can resend the memo to all three board members. This can remain tabled.

### **E-mail Account Discussion & IT Service Quote**

Secretary-Treasurer Hershey provided information to the Board of Supervisors regarding the cost difference between Central Pa Technologies and Total Tech Solutions. Total Tech Solutions monthly cost is \$250.00 with unlimited phone and remote service, \$75.00 per hour in 30 min increments if an on-site visit is needed. Central Pa Technologies is \$333.00 a month and a \$95.00 per hour charge for remote or on-site visit. This is a savings of \$83.00 per month plus a

\$20.00 savings for service calls and visits. The VOIP phone service charge would stay the same at \$144.00 a month.

Vice Chairman Osborne made a motion, seconded by Chairman Miller to approve changing the IT services to Total Tech Solutions with a monthly cost of \$250.00 and an onsite service fee of \$75.00 per hour in 30-minute increments.

**Vote 3-0**

### **Ordinance Amendments**

Solicitor Elliott stated that regarding the ag access provisions it should be an engineering question to decide on what parameters the board wants to define as to what is or is not a driveway. Solicitor Elliott stated that generally municipalities run the gamut from considering anything that connects from the road on to the property is essentially a driveway that potentially needs a review for an application. Manheim Township has it defined by the disturbance for the surface area that's being put down on the cartway. It is at the boards discretion if they want to define it in terms of the purpose as opposed to defining what is being done and to what extent, if there is any land/earth disturbance that may or may not implicate stormwater runoff. Solicitor Elliott stated the board wants to define what the threshold is and to say that someone needs a permit because they might be causing water runoff issues. Vice Chairman Osborne stated that he has a call in to Rettew to discuss this. Solicitor Elliott stated that if they want to have a meeting, he would be happy to be involved to discuss the issues. Chairman Miller asked about Timber Harvest permitting. Solicitor Elliott stated that under Section 314 there is a provision stating that a review and approval by the York County Conservation District is required. Solicitor Elliott stated that is not the case and under the ACRE Law the township is not allowed to enforce that. Solicitor Elliott recommended that the township amend Section 314. It was suggested that the township do all the amendment changes at one time to save money. This can remain tabled.

### **ARPA Funds & Uses**

Secretary-Treasurer Hershey reported that the application for the ARPA Funds have been approved. Board would like to find out if the funds can be used for more than just broadband.

### **Employment Advertising**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to approve advertising on Indeed for the Equipment Operator Position.

**Vote 3-0**

### **Advertise for Solid Waste Contract (3-5 Years) Award Contract 8/16/2021; Penn Waste Contract expires 9/30/2021**

Supervisor Kirkpatrick made a motion, seconded by Chairman Miller to approve the advertisement for the Solid Waste Contract to be awarded at the next Board of Supervisors meeting on 8/16/2021 and set to expire on 9/30/2021.

**Vote 3-0**

### **Record of Complaints Received for 4357 Blue Hill Rd.**

Simon Schilling with Commonwealth Code Inspection Services reported that he went out and met with Mr. Wright. Supervisor Kirkpatrick reported that there is someone paying taxes on this

property. Secretary-Treasurer Hershey reported that the taxes have been paid up until 2020. Tax Claim reported that the property owners have 2 years to pay this until it goes up for tax sale. Simon Schilling stated that it was discussed to send who ever is paying the taxes a letter making them aware that there is a problem. Peter Schilling stated that it would be a good idea to send a generic letter to start, advising them that there is a problem with this property, and it needs to be taken care of. If they can get a response from the property owners, then that will point them in the right direction for who the responsible party is for that property. Peter Schilling stated that in the letter they would go from a building code perspective as an unsafe structure. With an unsafe structure notification, they can at least get the property boarded up immediately.

Chairman Miller made a motion, seconded by Vice Chairman Osborne that Manheim Township will provide Commonwealth Code Inspection Services with the contact information that Manheim Township has for 4357 Blue Hill Road property so that they can send a letter to start action against the property owners.

**Vote 3-0**

#### **F. New Business–**

##### **Employee Job Descriptions**

Supervisor Kirkpatrick announced that job descriptions and job duties have been changed. Commonwealth Code Inspection Services will change from interim zoning to full time zoning officer and construction permitting. Dennis Perks will go from Equipment Operator to Road Foreman and Administrative Assistant. Michelle Hershey will remain Secretary-Treasurer and will also be the Township Office Administrator.

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to approve the employee job descriptions as stated.

**Vote 3-0**

##### **Rekey Building**

A discussion ensued regarding rekeying the building to limit the number of keys. It was discussed to have one master key for the outside doors and one key for all inside doors. Key cards would be issued to anyone needing access to the building instead of issuing keys. Board instructed Perks to get pricing from local locksmiths.

##### **Emergency Exit Lights**

Supervisor Kirkpatrick had requested that EO Perks get some pricing for new emergency exit lights. After a brief discussion regarding what is needed and the cost, Chairman Miller stated that he will be able to provide pricing on some emergency exit lighting.

##### **Purchase Requisitions**

None

##### **Training Notices:**

None

Next Meeting – August 16, 2021 @7:00 pm

With no further business Chairman Miller adjourned the meeting at 7:55 pm.