

MANHEIM TOWNSHIP
5191 Wool Mill Road
Glennville, PA 17329

Minutes, Manheim Township Board of Supervisors Meeting
December 21, 2020

The Manheim Township Board of Supervisors, York County, PA met on Monday, December 21, 2020 to transact the regular monthly business.

The following were in attendance:

Larry Miller, Chairman
Nate Osborne, Vice Chairman
Burnell Doll, Supervisor

Township Staff:

Loren Riebling, Township Manager

Not present:

Michelle Hershey, Secretary-Treasurer
Gerald Shue, Road Foreman
John Elliott, Solicitor

There were 3 persons in the audience.

Chairman Miller called the meeting to order at 7:09 PM with the Pledge to the Flag.

Executive Session -

There was one executive session at 6:30 pm prior to this meeting to discuss personnel and legal matters.

Public Comment –

None

Announcements –

None

Consent Motion Package

Chairman Miller made a motion, seconded by Vice Chairman Osborne, to approve the consent package consisting of: Board Minutes of November 16, 2020, Tax Collector Report for November 2020, Planning Commission Minutes for December 3, 2020 (draft) and reports from the following: Manager, Zoning, Treasurer, Road Department, SEO, SWRPB Minutes/Financials and NYCRPD Calls (November 2020).

Vote 3-0

Solicitor's Information

Bench trial for Mason – Riebling reported that they did have the bench trial for a resident on November 19, 2020, regarding junk vehicles on Hokes Rd. Riebling reported that he tried to reach out to the Mason's but they have not responded. Riebling reported on November 23, 2020

that the only thing that was visibly left from the road was an airstream camper, which was on the list to be removed. The judge stated that the Masons can only have two cars on their property and that they are to report to the township if they have any guests over. Riebling reported that when he went by on Wednesday, December 16, 2020 there were their 2 cars, the airstream camper and 4 additional vehicles that were not there the last time Riebling checked. Riebling reported that he tried contacting the Mason's to inform them that this was going to be discussed at the board of supervisors meeting and how would they like to proceed. Riebling reported that they were not cooperative, and that the township has the right through a court order to enter that property. Riebling reported that the township was awarded approximately \$6,000.00 which will cover the attorney's fees the township has invested to date. Riebling is asking the Board of Supervisors how they would like to him to move forward. The Board of Supervisors requested Riebling to check the number of vehicles on the property for the 1/4/2021 meeting.

Riebling reported that there was a discussion in executive session regarding tree damage on Copenhaver Road and the past due balance of \$1,358.40 for engineer fees. The Board directed the Solicitor to send a letter in an effort to resolve this matter.

B. Committee Reports –

1. Police Service –

SWRPB Meeting Updates

Chairman Miller reported that the South Western Regional Police Boards last meeting will be on Wednesday, December 23, 2020. Resolution 549 – Dissolution Agreement for SWRPD will be turned in at that meeting to finally dissolve the Department and Board. The administrator will be directed to pay all outstanding bills. Any funds that are remaining will go to Heidelberg Township to put into a separate fund to manage the tail insurance. Municipalities may have to contribute towards a 3rd year of tail insurance depending on Officer Harrison suit. Manheim Townships contribution would be approximately \$1,600.00.

2. EMA –

Nothing to report

C. Subdivision –

Robert Elmiger – Add-on Plan & MR Requests

This application was accepted on September 21, 2020. The review period expires on December 20, 2020.

This plan was reviewed by all required agencies based on recommended approval of the modification request to waive municipal engineering review.

Based on the nature of the plan, the review recommendations, and all necessary review comments being addressed, the MR and plan applications are recommended for approval as last revised and presented to the Planning Commission on December 3, 2020.

The modification being granted are:

- A. Waive Section 303.F.1 requiring municipal engineer review
- B. Waive Section 403.C requirements for separate sheets for existing and proposed features

C. Waive Section 403.C.3.e and 409.D requirements for a wetland study

Chairman Miller made a motion, seconded by Supervisor Doll to approve the Robert Elmiger – Add-on Plan & MR Requests as presented.

Vote 3-0

New Applications

None

D. Unfinished Business –

Hanover Borough Request on Landfill Fee-in-Lieu of Taxes

Riebling had reported that Hanover Borough is requesting that Manheim Township dissolve a fee-in-lieu of taxes agreement for the landfill property due to their tax-exempt status being changed to taxable because of their lessee, Buffalo Construction. Riebling received an email stating that Buffalo Construction is working with Robert A. Sharrah and his firm to complete a land development plan for submission and planning to submit by February. Riebling stated that this can remain tabled.

Memorial at MACP for Chairman Muir

Riebling had reported that Chairman Muir’s wife, Dawn, has been in contact with Kevin Dickmyer regarding a memorial for Chairman Muir. Riebling stated that this can remain tabled.

New Business

Tax Collector Compensation Discussion for 2022 – 2025 Term

The Board reviewed the Tax Collector’s duties, Riebling’s background information, projections, and recommendation for 2022-2025. The recommendation was:

10% rate increase over 4 years or 2.5% per year of the term

2022 - \$5.43; 2023 - \$5.57; 2024 - \$5.71; 2025 - \$5.85

2025 estimated real estate tax collection remuneration; \$9,185.00

2025 estimated total cost of Tax Collector; \$11,785.00

Supervisor Doll made a motion, seconded by Vice Chairman Osborne to approve the Tax Collector Compensation for 2022 -2025 Term as presented.

Vote 3-0

Adopt 2020 Proposed Budget

Chairman Miller made a motion, seconded by Vice Chairman Osborne to adopt the 2021 budget as presented.

Vote 3-0

Authorize Advertising 2021 Adopted Budget & Tax Rates, and January Meeting Dates

- ✓ Board of Supervisors – Monday, January 4, 2021 @ 7:00 pm
- ✓ Auditors – Tuesday, January 5, 2021 @ 7:00 pm
- ✓ Planning Commission – Thursday, January 7, 2021 @ 7:00 pm

Chairman Miller made a motion, seconded by Vice Chairman Osborne to authorize advertising the 2021 adopted budget & tax rates, and January meeting dates.

Vote 3-0

Personnel Policy Revision on Holidays and Complete Update

Riebling reported that due to the polling place being changed the employees would like to change 2 paid holidays. Riebling stated that he would like to completely update the personnel policy manual and include those holidays as discussed. Revised holidays will be Black Friday and half day Christmas Eve Day which would give the employees the entire Christmas Eve Day off. Riebling proposed that the Resolution be adopted at the reorganization meeting which would include the alteration of the holidays and general update edit on the whole policy to incorporate recent policy resolutions. Chairman Miller stated that the employees will go from 9 ½ holidays to 9.

Resolution 549 – Dissolution Agreement for SWRPD

Chairman Miller made a motion, seconded by Supervisor Doll to adopt Resolution 549 – Dissolution Agreement for SWRPD.

Vote 3-0

Well Isolation Waiver Request

Riebling recommended that this be tabled. Riebling stated that he received the application today without owner information. Riebling stated that after talking with the SEO it seems to be a rental company purchasing the property through an estate. Riebling stated that after looking at the assessment map he called the assessment office, and the property is still in the prior owner's name. The Rental company does not have legal ownership to be able to make this request.

Chairman Miller made a motion, seconded by Supervisor Doll to table the Well Isolation Waiver Request.

Vote 3-0

Acceptance of Supervisor Doll's Resignation

Supervisor Doll tendered his resignation effective December 31, 2020. Chairman Miller stated that was a pleasure to work with Supervisor Doll. Resident Geraldine Ambrosius thanked Supervisor Doll for all his help.

Chairman Miller made a motion, seconded by Vice Chairman Osborne to accept Supervisor Doll's resignation effective 12/31/2020.

Vote 3-0

Appoint Successor Supervisor for January 1, 2021 Vacancy

Chairman Miller stated that they have the opportunity to appoint the successor for Supervisor Doll's seat starting January 1, 2021. Chairman Miller would like to appoint Rose Kirkpatrick to that position.

Chairman Miller made a motion, seconded by Vice Chairman Osborne to appoint Rose Kirkpatrick to fill the vacant supervisor seat beginning January 1, 2021.

Vote 3-0

Purchase Requisitions

None

Training Notices:

None

Next Meeting – January 4, 2021 @7:00 pm – Reorganization and regular monthly meeting

With no further business Chairman Miller adjourned the meeting at 7:46 pm.