

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

**Minutes, Manheim Township Board of Supervisors Meeting**  
**January 4, 2021**

The Manheim Township Board of Supervisors, York County, PA met on Monday, January 4, 2021 to reorganize for 2021 and transact the regular monthly business.

The following were in attendance:

Larry Miller  
Nate Osborne  
Rose Kirkpatrick

Township Staff:

Loren Riebling, Township Manager

Not present:

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

There was 1 person in the audience.

Supervisor Miller called the meeting to order at 7:03 PM with the Pledge to the Flag.

**Reorganization Meeting-**

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

**Vote 3-0**

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

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman Osborne, to set amount of Treasurer's and Manager's Bonds at \$550,000.00 each.

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman 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 Vice Chairman 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 Vice Chairman 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 Vice Chairman Osborne, to appoint PLGIT and Peoples Bank as the Banking Institutions for Cash Management & Investment Services for 2021.

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman Osborne, to appoint York-Adams Tax Bureau under York Tax Collection Committee for Earned Income Tax collections for 2021.

**Vote 3-0**

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

**Vote 3-0**

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

**Vote 3-0**

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

**Vote 3-0**

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

**Vote 3-0**

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

**Vote 3-0**

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

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman Osborne, to appoint Patrick Buhl as the S.E.O Officer and Douglas Stambaugh as the alternate Sewage Enforcement Officer for 2021.

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman Osborne, to appoint Burnell Doll as Member to Vacancy Board for 2021.

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman Osborne, to appoint Tim Stebick as a Zoning Hearing Board member with term expiration of December 31, 2023.

**Vote 3-0**

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

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman Osborne, to appoint Rob Perry to the Planning Commission, with term expiring December 31, 2024.

**Vote 3-0**

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

**Vote 3-0**

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

**Vote 3-0**

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

**Vote 3-0**

Chairman Miller made a motion, seconded by Vice Chairman 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 Vice Chairman 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, 2021 – Larry Miller

Chairman Miller Adjourned Reorganization Meeting at 7:41 PM.

Chairman Miller convened the regular business meeting at 7:41 PM.

**Public Comment –**

None

**Consent Motion Package**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick, to approve the consent package consisting of: minutes December 21, 2020, and reports from the following: Zoning, Treasurer, Road Department, Unreconciled Financials, NYCRPD Calls (December 2020).

**Vote 3-0**

**A. Solicitor Report –**

Mason Trial resulted in favorable judgement for Manheim Township. Riebling provided information on remaining vehicles on the Mason property. By judge's order Mason is only permitted two cars. After a brief discussion the board approved Riebling to enter the property, verify whether the vehicles are inspected or not. Vehicles that aren't inspected will need to be removed. Supervisor Kirkpatrick requested that Riebling be accompanied by another person. Riebling doesn't feel that he needs to be accompanied and if he did, he would have a police assist.

Still no contact from owner with tree complaint on Copenhaver Road. 90 day past due balance of \$1,358.40 for engineering review. Letter authorized and sent. Riebling will need to check with solicitor to verify if withholding permits is legal for leverage for reimbursement for another service. Will discuss options at the 02/15/21 meeting.

**B. Committee Reports –  
SWRPB Minutes & Financials**

Chairman Miller reported that the Southwestern Regional Police Board has been dissolved. The left-over monies have been sent to Heidelberg Township. Heidelberg Township is housing the money in a separate account to handle the tail insurance to cover anything that may happen in the next two years. Chairman Miller reported that the tail insurance is paid for this year. In 2022 the four municipalities will need to contribute to the tail insurance.

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

None

**2. EMA –**

None

**C. Subdivision –**

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.

**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 owner ship to be able to make this request.

Remain Tabled

**E. New Business–**

**Authorize 2020 Ending Fund Balances as 2021 Opening Fund Balances**

Chairman Miller made a motion, seconded by Vice Chairman Osborne to Authorize 2020 Ending Fund Balances as 2021 Opening Fund Balances.

**Vote 3-0**

**Resolution 550 – Establishing 2021 Tax Structure**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to adopt Resolution 550 Establishing 2021 tax structure as presented.

**Vote 3-0**

**Resolution 551 – Establishing 2021 Fee Schedule**

Riebling presented the 2021 fee schedule to the Board of Supervisors.

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to adopt Resolution 551 – 2021 Fee Schedule as presented.

**Vote 3-0**

**Resolution 552 – Personnel Policy Revision on Holidays and Complete Update**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to adopt Resolution 552 - Personnel Policy Revision on Holidays and Complete Update with a few minor revisions noted for edit before distribution.

**Vote 3-0**

**Resolution 553 – Tax Collector’s Compensation; 2022-2025**

Chairman Miller made a motion, seconded by Supervisor Kirkpatrick to adopt Resolution 553- Tax Collector’s Compensation; 2022-2025

**Vote 3-0**

**Purchase Requisitions**

None

**Training Notices**

None

Next Meeting – February 15, 2021 @7:00 pm

With no further business Chairman Miller adjourned the meeting at 8:50 pm.