

MANCHESTER TOWNSHIP BOARD OF SUPERVISORS

April 14, 2020

MEETING

The Manchester Township Board of Supervisors held its regularly scheduled and duly advertised meeting via electronic remote access due to Governor Wolf's Emergency Declaration relative to the COVID-19 Pandemic, on Tuesday, April 14, 2020, which was called to order at 7:00 p.m. by Chairperson Wingert.

PARTIES PRESENT

Lisa D. Wingert, Chairperson
Rodney Brandstedter, Vice-Chair
Beth Brennan, Supervisor
John W. Inch, Jr., Supervisor
Debra K. McCune, Supervisor

Timothy R. James, Manager/Secretary
Danelle L. Goodwin, Asst. Secretary
Lawrence V. Young, Solicitor
Daniel Hoff, YAUFR Fire Chief
BJ Treglia, C.S. Davidson, Inc.
Stewart S. Olewiler, Zoning/Planning

PUBLIC COMMENT

Chairperson Wingert invited the public to ask questions or offer comments about any item on the agenda as the board considers each item. She advised that the board would recognize the public at the conclusion of the agenda items for any questions or concerns about non-agenda items.

APPROVAL OF MINUTES

Mr. Brandstedter made a motion, seconded by Mr. Inch, to approve the meeting minutes of the March 10, 2020 meeting as submitted.

Motion carried. Ayes-5 Nays-0.

UNFINISHED BUSINESS

York City Sewer – Intermunicipal Agreement

As summarized in item #2 of the manager's report, Solicitor Young and Mr. James reported that there has been no further action regarding the York City Sewer – Intermunicipal Agreement since the last Board of Supervisors meeting.

Ordinance #2020-04 - Assistance Animals

As summarized in item #3 of the manager's report, as a follow-up to the August 13, 2019 board meeting relative to concerns brought forth by Jessica Maul, 586 Norman Road, regarding the existing zoning ordinances (27-105; 27-1117.3; 27-1118.4) that prohibit the keeping of potbellied pigs in Residential Medium (RM) Density zones in Manchester Township. Ms. Maul had previously requested the supervisors consider an update to the current zoning ordinance to consider allowing potbellied pigs in residential areas. Solicitor Young per previous board guidance presented a draft ordinance for assistance animals based on federal standards. At the November 14, 2019 Board of Supervisors meeting the board authorized the Solicitor to advertise a proposed ordinance that would permit the establishment of the process for the registration of

assistance animals by resolution. Zoning/Planning Officer Olewiler stated it was determined that changes to the zoning ordinance had to be made by an ordinance. Solicitor Young reported the proposed ordinance was recommended for approval by both the township and county planning commissions. Solicitor Young reported that the required advertisements of the proposed ordinance took place on March 27 and April 3, 2020. Mr. Brandstedter made a motion, seconded by Mr. Inch, to adopt Ordinance #2020-04, amending the Manchester Township Zoning Ordinance Sections 27-1117 and 27-1118, establishing rules and regulations for the utilization of assistance animals in residential zones.

Motion carried. Ayes-5 Nays-0.

Crist Fields

As summarized in item #4 of the manager's report, Solicitor Young and Mr. James provided updates to Crist Fields as it related to potential property deed transfer. On February 11, 2020 the board authorized the Solicitor to develop a draft agreement for future consideration of deed transfer to township. Solicitor Young stated that he is currently waiting for a response from legal counsel representing the Crist property on an agreement.

York City Sewer – Debt Service Payment Reconciliation

As summarized in item #5 of the manager's report, Mr. James reported that on February 25, 2020 York City Sewer Authority user's group meeting discussions were held relative to the York City Sewer Authority debt reconciliation matter discovered in 2017. Mr. James reported that the overpaid municipalities are requesting a reconciliation plan for payback from the underpaid municipalities. Mr. James reminded the board that Manchester Township is one of the underpaid municipalities.

Church/Greenbriar Roads Intersection Feasibility Study

As summarized in item #6 of the manager's report, Mr. James updated the board on recent information relative to the feasibility review for potential improvements at the Greenbriar and Church Roads intersection, including a conference call with Pennsylvania Department of Conservation and Natural Resources on March 13, 2020.

NEW BUSINESS

Bid Awards – 2020 Construction Materials/Equipment Rental Contracts

As summarized in item #7 of the manager's report, Mr. James reported that on March 25, 2020, that bids were read from seven (7) bidders for the 2020 construction materials/equipment rental contracts (May 1, 2020 - April 30, 2021). He reported that the staff had prepared a bid tabulation sheet, and a March 27, 2020 memo from Mr. Goodyear to the board that contained the recommendations about the bid award for crushed aggregate; bituminous concrete; equipment rental; and placement of bituminous concrete.

Mr. Brandstedter made a motion, seconded by Ms. Brennan, to award the following bids for the 2020 construction materials/equipment rental contracts, for the period May 1, 2020 - April 30, 2021, based on the recommendations contained in Mr. Goodyear's March 27, 2020 memo:

Crushed Aggregate - Items A1-A11 (FOB Plant and FOB Job Site) – Kinsley Materials.

Superpave Bituminous Concrete - Items B1-B5 (FOB Plant and FOB Job Site) -
York Materials Group, LLC.

Milling, Placement of Superpave Bituminous Concrete Material and Paving Fabric
- Items C1-C5 – Kinsley Construction.

Motion carried. Ayes-5 Nays-0.

Bid Award – 2020 Line Painting Contract

As summarized in item #8 of the manager's report, Mr. James reported that on March 12, 2020, Windsor Township opened bids from two (2) bidders for the 2020-21 joint line painting contract on behalf of Dover, Lower Windsor, Manchester, Newberry, Springettsbury and Windsor Townships. Mr. Brandstedter made a motion, seconded by Mr. Inch, to authorize the 2020-21 joint line painting contract to D.E. Gemmill, Red Lion, PA as bid and opened by Windsor Township on March 12, 2020.

Motion carried. Ayes-5 Nays-0.

Emergency Declarations – COVID-19

As summarized in item #9 of the manager's report, Mr. James stated that due to Governor Wolf's declaration of a statewide emergency relative to the COVID-19 outbreak, it has been encouraged by county officials to have municipalities take similar declarations. Ms. Brennan made a motion, seconded by Mr. Brandstedter, to retroactively authorize disaster emergency declarations for March 18 – 25, 2020 and March 25 – April 14, 2020; also authorize April 14 – May 12, 2020 declaration in response to the COVID-19 pandemic.

Motion carried. Ayes-5 Nays-0.

In addition, Mr. James provided a general overview of the current revenue with the township in comparison to 2019. Solicitor Young provided guidance on the consideration for relief with taxes in correlation to the COVID-19 situation. The board will continue to review the tax relief matter as more information is received.

RECOGNITION OF PUBLIC PRESENT

In accordance with Act 93 of 1998 (Sunshine Law), Ms. Wingert recognized any members of the audience who wished to address the board.

Attorney Jeff Lobach, representing Kinsley Properties, was present remotely to request a reaffirmation of the February 11, 2020 Board of Supervisors approval of the land development plan for 3305 Susquehanna Trail – trucking terminal. Mr. Lobach reported that PennDOT has denied the request for a traffic signal installation at Susquehanna Trail and Farmbrook Lane due to the lack of traffic warrants being met. Mr. James reported the February 11, 2020 land development presentation indicated a traffic signal would be installed by the developer in advance of PennDOT's denial. Tim Kinsley and Mike Jeffers of Kinsley Properties were also present remotely to provide additional

information in the matter. Solicitor Young reported the developer and township are currently working on an off-site traffic agreement that places the obligation on the developer to construct a traffic signal when traffic warrants are met during a review period of 10 years. The board by consensus reaffirmed their approval of the final land development plan for RAK Church Road LLC for an 89,687 square foot trucking terminal on a 40.23 acre parcel at 3305 Susquehanna Trail.

MANAGER'S REPORT

- Item #10 - Solicitor Young reported sending a letter to residents on 2528 Hepplewhite Drive regarding the potential liability with parking a vehicle in which limited sight distance may cause an accident. It was reported that the vehicle/trailer of concern has not been parking in the street, but in the resident's driveway.
- Item #16 - Mr. James reminded the board that Statement of Financial Interest forms must be completed by May 1, 2020.
- Item #21 - Mr. James reported participating in a meeting sponsored by York County Planning Commission, regarding the Interstate 83 Widening project for Exits 24-28. Mr. James reported concerns with improvements at Exit 24 as a potential Exit 26 interchange construction could take up to 10 years.

OTHER BUSINESS/REPORTS

Mr. James reported the receipt of fire, police and engineer's monthly reports.

Chief Hoff provided an update to the board on the recent COVID-19 virus concerns.

On concern from a letter received from township resident Steve Barley, 527 Norman Road regarding "small cell" permit surge due to the COVID-19 emergency environment. The board by consensus directed staff to hold authorization (unless an emergency) on small cell wireless permits until the emergency is over.

Mr. Brandstedter reported on the Northern York County Regional Police Commission's consideration of merging Southwestern York County Regional Police's pension and the correlation of purchasing the former Southwestern York County Regional Police headquarters. After a lengthy conversation, the consensus of the board expressed a concern with the asset/liability interest rate assumptions of 6.5% and 8.5% in the current financial environment.

EXECUTIVE SESSION

There was no executive session held at this time.

APPROVAL OF VOUCHERS

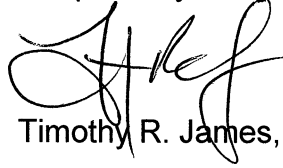
Mr. Brandstedter made a motion, seconded by Ms. McCune, to approve the payments of the vouchers as listed on the Treasurer's Checks Vouchers Lists: March 11 – 24; March 25; March 26 – April 14, 2020.

Motion carried. Ayes-5 Nays-0.

ADJOURNMENT

Being no further business, Mr. Brandstedter made a motion to adjourn the meeting at 8:36 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. James', written in a cursive style.

Timothy R. James, Secretary

TRJ/jas