



Manchester Township Zoning Hearing Board

AGENDA

December 4, 2024 at 6:00 PM

CALL TO ORDER

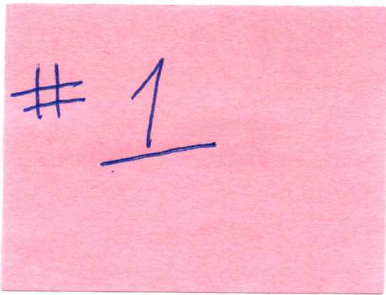
PLEDGE TO THE FLAG

NEW BUSINESS:

- **ZHB 2024-19** – Shane and Marja Stroman, the applicants, are appealing the zoning officer's decision regarding a Notice of Violation for a home occupation without special exception approval pursuant to §27-1230. The property is located at 795 Church Road, in the Residential Medium (RM) District (UPI 36-000-KH-0137.00-00000).
- **Review interested possible new board member.**

ADJOURN

MANCHESTER TOWNSHIP
 3200 Farmtrail Road
 York, PA 17406-5699



FOR OFFICE USE ONLY	
Application #	2024-19
Date of Hearing	12/4/2024
Time of Hearing	6:00 pm
CONTINUED HEARING	
Date of Hearing	_____
Time of Hearing	_____

APPLICATION FOR ZONING HEARING

- 1. Applicant's Name** SHANE AND MARJA STROMAN

Address: 795 CHURCH ROAD, YORK, PA 17404

E-mail Address: _____ **Phone Number:** 717-764-6769
- 2. Property Owner's Name:** SHANE AND MARJA STROMAN

Address: 795 CHURCH ROAD, YORK, PA 17404 *stroman29@yahoo.com*
- 3. Property Location** 795 CHURCH ROAD, YORK, PA 17404
- 4. Zoning District** RESIDENTIAL MEDIUM

Ronald Perry RPerry@cga-law.com
C&A Law Firm
135 W. George St.
YORK, PA 17401

UPI # 36-000-KH-0137.00-00000

The undersigned hereby makes application for a **VARIANCE / SPECIAL EXCEPTION / APPEAL** under all applicable ordinances of Manchester Township, and hereby certifies, under penalties of perjury, that all facts set forth herein and, in the plans, submitted herewith are true and correct.

Nothing in this application shall relieve the owners, or his agent, the developer or applicant or any other persons in possession or control of the building, land, or any part thereof from obtaining such other permits or licenses or approvals as may be prescribed by law for the uses or purposes for which the land or building is designed or intended; nor from complying with any lawful order issued with the object of maintaining the building or land in a safe or lawful condition.

Ronald Perry

 ATTORNEY FOR APPLICANT

Signature of Applicant / Authorized Representative

Date 10/21/2024

OFFICE USE ONLY BELOW THIS LINE

Date Application Received	10/21/24	Property Posted	11/26/24
Date Application Fee Received	10/21/24		
Certified to ZHB		Date	
Newspaper Advertisement of Hearing		Date	11/20/24 Date 11/27/24
Notice Mailed to Twp. Supervisors & ZHB		Date	
Notice Mailed to Applicant & Adjacent Property Owners	100' 10/24/24	Date	
Application Withdrawn		Date	
Hearing Held		Date	
Planning Commission Review		Date	
Continued Hearing Held		Date	
Permit (GRANTED / REFUSED)		Date	

5. Nature of SPECIAL EXCEPTION / VARIANCE / INTERPRETATION requested and SECTION NUMBER:

6. Description of Proposed Work and Use:

7. Existing Use of Land / Buildings:

8. Number of Proposed Buildings / Structures:

And:

a	Height of Building / Structures	Feet	Stories
b	Type of Construction		
c	Number of Families / Dwelling Units		
d	Habitable Floor Area for Each Dwelling Unit		
e	If Mobile Home, Title Holder's Name / Address		

9. Off Street Parking Spaces:

a	Required	b.	Proposed
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10. Water System: (check a, b or c)

a	Public	Company Name
b	On-Site Well	c Other (Specify)

11. Sewage System: (check a, b or c)

a	Public	c. Other
b	On-Site	Penn DEP Approved #

12. Please note that a land development plan must be filed or a building permit must be acquired within (six) 6 months of the date of the written decision of the board or the action is null and void.

13. Please attach a complete list of property owners within 300 feet. (Please include homeowners' names, address, tax map and parcel number.)

17. For an APPEAL of a decision(s) of the township's zoning officer or of an enforcement action of the township:

a. The applicant is hereby appealing: (may use additional sheets if necessary)

The following decision of the zoning officer : NOTICE OF VIOLATION DATED SEPTEMBER 23, 2024 (COPY ATTACHED)

Empty lines for additional text under section a.

The following enforcement action of the township:

ZONING OFFICER THREATENED TO FILE A CIVIL COMPLAINT WITH THE LOCAL MAGISTRATE.

Empty lines for additional text under section a.

b. The applicant does not agree with the decision of the zoning officer or the enforcement action of the township for the following reasons: (may use additional sheets if necessary)

APPLICANT BEGAN USING THE SUBJECT PROPERTY AS A HOME OCCUPATION IN 2002.

IN 2012, THE TOWNSHIP CODE ENFORCEMENT OFFICER ADVISED APPLICANT THAT THEY WERE NOT PERMITTED TO HAVE THEIR BUSINESS VEHICLES COME/GO ON THE PROPERTY. THEY AGREED TO DISCONTINUE THAT PRACTICE AND THEIR ATTORNEY CONFIRMED THE AGREEMENT WITH THE TOWNSHIP BY LETTER TO THE CODE ENFORCEMENT OFFICER AND THE ZONING OFFICER. (COPY ATTACHED) MR. AND MRS. STROMAN ARE THE ONLY EMPLOYEES OF THE COMPANY ON SITE AND THEY HAVE CONTINUED TO RUN THEIR HOME OCCUPATION FROM THE SITE FOR OVER 22 YEARS WITHOUT OBJECTION FROM NEIGHBORS AND WITHOUT FURTHER NOTICE OR OBJECTION FROM THE TOWNSHIP.

BASED UPON THE TOWNSHIP'S KNOWLEDGE OF THEIR USE AND IT'S IMPLIED CONSENT TO CONTINUE THAT USE FOLLOWING THE 2012 INCIDENT, THE APPLICANTS HAVE ACCRUED A VESTED RIGHT TO CONTINUE THE USE. TO REFUSE THEIR CONTINUED USE WOULD CONSTITUTE A SEVERE AND UNREASONABLE BURDEN UPON THEIR LIVELIHOOD.



THE TOWNSHIP OF MANCHESTER
YORK COUNTY PENNSYLVANIA
3200 Farmtrail Road York, PA 17406
Telephone: (717) 764-4646 Fax: (717) 767-1400
www.mantwp.com

Notice of Violation

September 23, 2024

Shane and Marja Stroman
795 Church Road
York, PA 17404-1275

ZC-24-00042

RE: Chapter 27 Attachment 3 – Home Occupation

Address: 795 Church Road UPI: 36-000-KH-0137.00-00000

Dear Mr. and Mrs. Stroman:

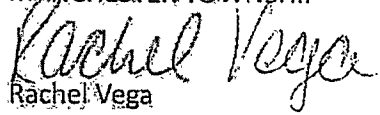
As a result of a complaint filed with Manchester Township, I conducted an inspection on September 20, 2024. It was noted that you are running a business from your home. The subject property is in the Residential Medium (RM) District where a home occupation requires Special Exception approval. Having a home occupation without Special Exception approval is a violation of Chapter 27 Attachment 3.

You must cease use of your home occupation or apply for Special Exception approval. I have attached the criteria for home occupations which can be found in §27-1230. Failure to comply with this requirement will result in a civil complaint being filed at the Magistrate's office which could result in a judgment of \$500 per day plus all court costs including reasonable attorney fees incurred by the Township for each day that the violation exists. The penalties are set forth in §27-1613.4 of the Manchester Township Zoning Ordinance. If you disagree with this Notice of Violation, you may, within 30 days of the date of this letter, file an appeal with the Zoning Hearing Board. I have attached copies of the above referenced ordinances for your use. You may also access the Manchester Township Code of Ordinances online at www.mantwp.com.

If you have any questions, you can reach me Monday through Friday from 8:00 a.m. to 4:30 p.m. at 717-764-4646, extension 105, or by email at r.vega@mantwp.com. Thank you for your attention to this matter.

Sincerely,

MANCHESTER TOWNSHIP



Rachel Vega

Zoning/Planning Officer

Enclosures

Chapter 27. Zoning

Part 12. SPECIAL EXCEPTIONS

§ 27-1230. Home Occupations.

[Ord. 1996-1, 1/23/1996, § 1229; as amended by Ord. 2005-12, 12/13/2005, § 1, Part 28]

1. Home occupations may be authorized in a dwelling unit or accessory structure by special exception from the Zoning Hearing Board.
2. Home occupations shall be limited to the following: physician, dentist, barber, beautician, clergyman, lawyer, engineer, surveyor, accountant, architect, teacher, computer programmer, artist, photographer, licensed insurance or real estate agent, seamstress or similar service occupations and professions. The Zoning Hearing Board shall determine whether a home occupation is similar to those listed above. Any type of servicing or repair of vehicles or small engines shall not be permitted as home occupations.
3. The granting of a special exception for a home occupation is personal to the applicant and cannot be utilized or transferred to any other person without a separate request to the Zoning Hearing Board.
4. Additional Regulations for Home Occupations.
 - A. Employees or pupils. No more than one employee, who is a resident member of the family, may be employed in a home occupation. No more than three pupils may receive instruction at any one time. *14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100*
 - B. Appearance. The character or external appearance of the dwelling unit or accessory structure must be that of a dwelling unit or accessory structure. No display of products may be shown so as to be visible from outside the dwelling. *1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100*
 - C. Signs. A name plate not larger than two square feet in area is permitted. It may be illuminated by indirect lighting only. *Sign 2 ft. x 2 ft. square, not illuminated*
 - D. Parking. In addition to the required parking for the dwelling unit, additional parking located in the rear yard is required as follows: *1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100*
 - (1) A minimum of two additional spaces for the home occupation. These parking spaces may be located on another portion of a lot other than the rear yard approved as a special exception by the Zoning Hearing Board. As a special exception, the Zoning Hearing Board shall also have the authority to remove or reduce the requirement for off-street parking spaces if the applicant proves that:
 - (a) Less than one person per day on the average will be visiting the property as part of the home occupation.
 - (b) There is a suitable on-street location for any parking need that may arise. If home occupation parking spaces are located in the front yard, then an area shall be provided for a turn-around so that vehicles do not need to back into a street.

- (2) The Zoning Hearing Board may require additional parking if circumstances so warrant.
- E. Coverage. The allowable area used for a home occupation shall not exceed 25% of the total floor space of all floors and in no case shall exceed 50% of the floor area of one floor.
5. No more than one home occupation may be located in any dwelling unit.

Part 16. ADMINISTRATION AND ENFORCEMENT

§ 27-1613. Enforcement, Penalty and Remedy.

[Ord. 1996-1, 1/23/1996, § 1612]

1. The construction, erection, replacement, alteration, repair, extension, replacement, and/or use of any structure, building, sign, and/or land or the change of use, area of use, percentage of use or extension or displacement of the use of any structure, building, sign, and/or land without first obtaining a permit or the use of any building, structure, sign, and/or land without receipt of a certificate of use and occupancy or the failure to comply with any other provisions of this chapter, are hereby declared to be violations of this chapter.
2. The Zoning Officer shall serve a written enforcement notice of violation or order on the person, firm or corporation, or the owner, lessee or agent of the land upon which the violation has occurred who has committed the violation, and such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation. However, in no case shall the person so served abandon the premises in such a condition so as to create a hazard or menace to the public safety, health, morals or welfare. Said premises shall be placed in such condition as the Zoning Officer shall direct. An enforcement notice shall state at least the following:
 - A. The name of the owner of record and any other person against whom the Township intends to take action.
 - B. The location of the property in violation.
 - C. The specific violation with a description of the requirements which have been met, citing in each instance the applicable provisions of this chapter.
 - D. The date before which the steps for compliance must be commenced and the date before which the steps must be completed.
 - E. That the recipient of the notice has the right to appeal to the zoning hearing board within the prescribed period of time in accordance with procedures set forth in this chapter.
 - F. That failure to comply with the notice within the time specified, unless extended by appeal to the Zoning Hearing Board, constitutes a violation, with possible sanctions clearly described.

In any case any building, structure, landscaping or land is, or is proposed to be, erected, constructed, reconstructed, altered, converted, maintained or used in violation of any ordinance enacted under the PAMPC or prior enabling laws, the Supervisors or, with the approval of the Supervisors, an officer of the township, or any aggrieved owner or tenant of real property who shows that his property or person will be substantially affected by the alleged violation, in addition to other remedies, may institute any appropriate action or proceeding to prevent, restrain, correct or abate such building, structure, landscaping or land, or to prevent, in or about such premises, any act, conduct, business or use constituting a violation. When any such action is instituted by a landowner or tenant, notice of that action shall be served upon the Township at least 30 days prior to the time the action is begun by serving a copy of the complaining on the Board of Supervisors of Manchester Township. No such action may be maintained until such notice has been given.

3. If the notice of violation is not complied with within a period of 30 days, the Zoning Officer or other Township officer may take, in the name of the Township, any appropriate action or proceeding at law or in equity to prevent, restrain, correct or abate such violation or to require the removal or termination of the unlawful use of the structure, building sign, and/or land in violation of the provisions of this chapter or of the order or direction made pursuant thereto.
4. Any person, partnership or corporation who or which has violated or permitted the violation of the provisions of this chapter enacted under the Municipalities Planning Code or prior enabling laws shall, upon being found liable therefor in civil enforcement proceeding commenced by the Township, pay a judgment of not more than \$500 plus all court costs, including reasonable attorney fees by the Township as a result thereof. No judgment shall commence or be imposed, levied or payable until the date of the determination of a violation by the district justice. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of civil procedure. Each day that a violation, unless the district justice determining that there has been a violation further determines that there was a good faith basis for the person, partnership or corporation violating the ordinance to have believed that there was no such violation, in which event there shall be deemed to have been only one such violation until the fifth day following the date of the determination of a violation by the district justice and thereafter each day a violation continues shall constitute a separate violation. All judgments, costs and reasonable attorney fees collected for the violation of zoning ordinances shall be paid over to the township whose ordinance has been violated. The Court of Common Pleas, upon petition, may grant an order of stay, upon cause shown, tolling the per diem fine pending a final adjudication of the violation and judgment.
5. Nothing contained in this section shall be construed or interpreted to grant to any person or entity other than the township the right to commence any action for enforcement pursuant to this section.

May 11, 2012

Mr. David J. Unger
Codes Enforcement Officer
The Township of Manchester
3200 Farmtrail Road
York, PA 17406-5699

RE: Business at 795 Church Road
UPI: 36-000-KH-0137.00000

Dear Mr. Unger:

Please be advised this office represents Mr. and Mrs. Shane Stroman, who operate the business known as Mask-ET Services, LLC at 795 Church Road in Manchester Township. They have forwarded to me your letter of May 8, 2012 advising them of their possible violation of Sections 27-603 and 27-1230 of the Manchester Township Code of Ordinances.

In response to your letter, and in conjunction with my follow-up conversation with Mr. Olewiler on Thursday, May 10, 2012, Mr. and Mrs. Stroman have agreed to discontinue using their property as a "staging ground" for employees of their company. They are in the process of making arrangements to have all of their employees either maintain possession of their company vehicles overnight or store them at an off-site location so as not to violate the provisions of the Manchester Township Code of Ordinances. They are committed to having those arrangements completed and have the aforementioned use discontinued no later than May 31, 2012. It is my understanding that such action will satisfy the concerns set forth in your letter of May 8, 2012.

Thank you for your consideration. Please feel free to contact me with any additional questions or concerns.

Sincerely,
KATHERMAN, HEIM & PERRY




Ronald Perry

RP/lls

cc: Stewart S. Olewiler, III, Planning & Zoning Officer
Mr. and Mrs. Shane W. Stroman

#2

SCOTT ETTIEN

-  717-894-6811
-  [linkedin.com/in/scott-ettien](https://www.linkedin.com/in/scott-ettien)
-  scott.ettien@gmail.com

PROFESSIONAL PROFILE

Accomplished global commercial leader with a strong track record of launching and scaling innovative sales models, expanding sales channels, and strengthening internal and external relationships to drive revenue and organizational growth for top-tier enterprises. Strategic and adaptable executive with a proven ability to translate operational, technical, and strategic vision into scalable roadmaps that consistently meet and exceed global sales goals. Skilled in building cross-functional partnerships to develop effective revenue growth and customer acquisition strategies across multiple countries. Experienced in coaching and leading high-performing sales teams to achieve key performance indicators.

AREAS OF EXPERTISE

- Market Research & Competitive Analysis
- Product Launches & Development
- Digital Strategy & Distribution
- Performance Metrics / KPIs
- Sales Pipeline Generation
- Global Sales Operations
- Business Development
- Go-to-Market Strategy
- Revenue Generation
- Sales Forecasting
- Global Team Management
- Commercial Underwriting
- P&L Management
- Client Relationships
- Strategic Planning

PROFESSIONAL EXPERIENCE

WTW / New York, NY

2010–2024

Global Head of Supply Chain Finance and Head of Financial Solutions North America (2023–2024)

Directed the strategic vision and commercial strategy for a global line of business with over 200 members, focusing on supply chain finance and trade credit insurance. Leveraged existing relationships with banks and asset managers to expand the business internationally, optimizing partnerships to penetrate new areas where insurance products support bank lines with insurance backing. Spearheaded new business development, identified partnership opportunities, and retained the existing client base through effective relationship management and strategic communication in challenging environments. Built and educated world-class teams globally to achieve organizational sales goals and execute strategic business plans.

- Achieved double-digit, multimillion-dollar global revenue growth by retaining 90% of the customer base and generating new business opportunities.

Global Head of Trade Credit and Head of Financial Solutions North America (2019–2023)

Appointed as the first global head of trade credit at WTW, leading a team of 125+ professionals across 25 countries to operate as a cohesive global unit. Established a global management team to encourage input and local leadership, fostering a "one team, one dream" culture. Successfully managed and retained the majority of the global trade credit team during an 18-month period of uncertainty following a failed AON acquisition. Built strong relationships with regional leaders, creating effective sales strategies and implementing improvements to drive new growth, particularly in the supply chain finance product, which was previously limited to North America.

- Unified WTW's trade credit line of business into one global unit despite resistance from local leaders seeking independence.
 - Developed a global pipeline for multinational placements and cross-selling.
 - Achieved global business growth in spite of the failed acquisition and loss of multiple WTW personnel in various countries.
 - Retained over 85% of trade credit staff during the challenging period of the acquisition and the pandemic.
- Retained 100% of our bank clients during the global pandemic reinforcing relationships as potential insurance losses loomed large.

SCOTT ETTIEN

717-894-6811 | scott.ettien@gmail.com

Executive Vice President – US Head of Trade Credit (2015–2019)

Promoted to lead the US trade credit team. Responsible for recruitment, development, and management of US trade credit team, regional sales and operating income, retention strategies and annual business growth goals. Defined and implemented sales policies, created sales campaigns, managed budgets, and facilitated rollout of supply chain finance training to entire team. Built internal WTW client relationships to expand our reach and introduce new revenue channels to other WTW colleagues for their customer base.

- Transformed the US team into the top-performing region with record revenue, growing region by 150% and surpassing all other regional teams globally.

Senior Vice President - Sales Agent (2010–2015)

Excelled in a fully remote sales role, successfully prospecting and closing new business across the United States. Cultivated strong relationships within the financial industry, including partnerships with banks, law firms, certified public accountants, and the WTW P&C producer network, to build a robust directory of connections.

- Achieved the highest new business generation among all US trade credit employees at WTW.

Atradius Trade Credit / Baltimore, MD

1985–2010

Global Head of Underwriting North America (2005–2010)

Oversaw the global underwriting unit and multinational sales targets for North America, managing a team of 11 professional across offices in Baltimore, Mexico City and Toronto. Led new business acquisition efforts by leveraging the local sales team and identifying cross-selling opportunities within the global portfolio. Focused on driving KPIs, ensuring portfolio growth while meeting expense and profitability targets. Collaborated with broker distribution channel and cultivated relationships to generate additional sales opportunities. Managed 65% of the total premium for North America.

- Delivered consistent growth during 5 years of leadership, achieve all targets.
- Achieved the only profitable book of business for Atradius during the Global Financial Crisis (GFC).

Atradius Trade Credit / Baltimore, MD

1985–2010

Senior Vice President – Head of Sales – East Region (1998–2005)

Promoted to lead a 10-member regional sales team covering the Eastern United States. Led recruitment, development, and management of the salesforce, focusing on retention strategies for a \$20M book of business with 15% annual growth targets. Defined and implemented sales policies and standard operating procedures, created sales campaigns, managed budgets, and spearheaded the rollout of supply chain finance (SCF) programs. Introduced Atradius to its first SCF program, educating underwriting staff on banking nuances and demonstrating how insurance can support and enhance these programs. Built and strengthened client relationships, expanding the commercial pipeline and consistently producing profitable business with no losses under bank insurance policies.

...

Additional experience within Atradius includes Sales Associate, Trade Credit Underwriter, Accountant.

SCOTT ETTIEN

EDUCATION AND PROFESSIONAL DEVELOPMENT

University of Baltimore; Baltimore, MD: **Bachelor of Science, Accounting**

Elected to the Atradius Board of Directors in 2005

International Trading & Forfeiting Association (ITFA)

Served as a board member and Insurance Committee Co-Head. Two key topics that I am leading are for positive change for Regulatory Capital Relief Rules (Reg. Q) to allow US Banks to receive regulatory capital relief through the use of insurance products. We have met several times with the Federal Reserve, the OCC and the FDIC to advocate for these changes. We started this project in October 2022 and continue our efforts until final decisions are rendered.

The second topic/project is to advocate for change with the New York Department of Financial Services (DFS) for changes to the Financial Guaranty rules to allow for non-payment insurance to be recognized as Credit Insurance rather than Financial Guaranty. We have met several times with the Superintendent, Deputy Superintendent and General Counsel at the DFS. We started this project in March 2023 and will continue until a final decision is made.

Reinsurance Association of America (RAA)

I am currently serving as a Steering Committee member to advocate/ for changes to Reg. Q as noted above via my ITFA role. I am responsible for coordinating the efforts between ITFA, the RAA and IACPM to ensure that our messaging to the regulators is consistent with no conflicts in what we want to achieve as an industry (bank and insurance). I have been active with the RAA since December 2022.

International Association of Credit Portfolio Managers (IACPM)

I am an active member of this association who represent the banking industry. Together with ITFA and the RAA, all three of these organizations have effectively come together to advocate for positive change in the banking and insurance laws to effective positive change in the area of capital relief for banks. If successful, these changes will open the door for more competitive banking for the US banks while also helping to diversify bank risk within the insurance industry. This will also provide more and lower priced capital to corporations in the US which will lead to further investment into employees.

I have been active with IACPM since October 2022.
