

# MANCHESTER TOWNSHIP BOARD OF SUPERVISORS

January 6, 2025

## MEETING

The Manchester Township Board of Supervisors held its regularly scheduled and duly advertised meeting on Monday, January 6, 2025, which was called to order at 5:43 p.m. by Chairman Brandstedter.

## PARTIES PRESENT

Rodney K. Brandstedter, Chair  
Craig M. Miller, Vice-Chair  
Debra K. McCune, Supervisor  
Harry M. Long, Jr., Supervisor  
David J. Chiaverini, Supervisor

Timothy R. James, Manager/Secretary  
Kim A. Hackett, Asst. Secretary  
Lawrence Young, Solicitor  
B.J. Treglia, P.E., Staff Engineer  
David Lash, NYCPRD Police Chief  
Daniel Hoff, YAUFM Fire Chief

## PUBLIC COMMENT

Mr. Brandstedter invited the public to ask questions or offer comments about any item on the agenda as the board considers each item. He advised that the board would recognize the public at the conclusion of the agenda items to address any questions or concerns about non-agenda items.

## APPROVAL OF MINUTES

Mr. Long made a motion, seconded by Ms. McCune, to approve the minutes of the December 10, 2024, meeting.

Motion carried. Ayes-5 Nays-0.

## UNFINISHED BUSINESS

### Hayshire Drive Parking

As summarized in item #2 of the manager's report, Solicitor Young requested the board consider tabling discussion until a draft ordinance is developed which would establish a parking restriction on a portion of Hayshire Drive. Ms. McCune made a motion, seconded by Mr. Chiaverini, to table action on the Hayshire Drive parking matter until a future meeting.

Motion carried. Ayes-5 Nays-0.

## NEW BUSINESS

### Susquehanna Trail Apartments Building Permits

As summarized in item #3 of the manager's report, Hugh Simpson, representing the developer of Susquehanna Trail Apartments, was present to follow up from his attendance at the September 10, 2024, board of supervisors meeting in requesting a relief in submitting three separate building permits (3 buildings) for three identical apartment buildings. Mr. Simpson indicated that applying for one permit to include three buildings is significant savings in permit costs versus three separate permits. Ken Stoutzenberger, 2118 Teslin Road, questioned if this request would impact required inspections. Mr. Stoutzenberger also wanted to ensure that a gate is constructed at the emergency

entrance prior to certificate of occupancy. Paul Kuenhel, 3283 High Street, questioned if this request were approved would it set a precedent. After a lengthy discussion, Mr. Brandstedter made a motion, seconded by Mr. Chiaverini, to table any action to a future meeting.

Motion carried. Ayes-5 Nays-0.

#### **Lamar Advertising Lease Agreement**

As summarized in item #4 of the manager's report, Mr. Miller made a motion, seconded by Ms. McCune, to authorize the chairperson and/or vice-chairperson to execute the two (2) year renewal of the Lamar Outdoor Advertising lease for its sign located on township-owned stormwater facility, near the former Strine Printing property off of I-83.

Motion carried. Ayes-5 Nays-0.

#### **Tax Collector Compensation – 2026-2029**

As summarized in item #5 of the manager's report, Mr. James reported that the tax collector's position will be included in the 2025 municipal election therefore tax collector compensation rates for 2026-2029 need to be established by the board of supervisors by February 15, 2025. After a brief discussion, the board by consensus chose to consider action via resolution at the February 11, 2025, meeting.

#### **Resolution #2025-04 – Capital Reserve Projects**

As summarized in item #6 of the manager's report, Ms. McCune made a motion, seconded by Mr. Miller, to adopt Resolution #2025-04 that approves the use of capital reserve funds for projects that were contained in the adopted 2025 capital reserve fund budget.

Motion carried. Ayes-5 Nays-0.

#### **Resolution #2025-05 – 2025 Fee Schedule**

As summarized in item #7 of the manager's report, Mr. Miller made a motion, seconded by Ms. McCune, to adopt Resolution #2025-05 to update the 2025 fee schedule with the amendment to zoning map costs, for subdivision/land development ordinance filing fees, sanitary sewer fees, and park rental fees to reflect the current administrative, consultant review costs, township staff engineer rates, as well as the fees for recreation in lieu of land dedication, and signs at intersections of newly adopted roads.

Motion carried. Ayes-5 Nays-0.

#### **Resolution #2025-06 - Municipal Lien Fee Schedule**

As summarized in item #8 of the manager's report, Mr. Long made a motion, seconded by Ms. McCune, to adopt Resolution #2025-06 establishing a fee schedule to allow for the collection of legal fees relative to municipal lien filing as listed: fixed fee of \$250.00 for legal fees associated with collection letters, legal notifications, payment demands, etc., filing municipal liens, satisfying municipal liens, and legal fees at \$250.00 per hour for execution action against real property to enforce municipal liens.

Motion carried. Ayes-5 Nays-0.

**ODCC / Brittany Stormwater Project - Change Order**

As summarized in item #9a of the manager's report, Engineer Treglia provided information on the Outdoor Country Club / Brittany Stormwater Project Change Order #7. Mr. Long made a motion, seconded by Mr. Brandstedter, to approve Change Order #7 of the ODCC / Brittany Stormwater Project to Clear View Excavation, Inc. at a net cost of \$32,617.

Motion carried. Ayes-5 Nays-0.

**Temporary Road Closure – May Road Sewer Project**

As summarized in item #9g of the manager's report, Engineer Treglia provided information on a request to temporarily close May Road during the completion of the sanitary sewer project on May Road. Engineer Treglia reported that the businesses impacted by the proposed road closure have been informed by the project's contractor. Mr. Long made a motion, seconded by Mr. Chiaverini, to authorize the temporary closure of May Road during the sanitary sewer replacement project.

Motion carried. Ayes-5 Nays-0.

**RECOGNITION OF PUBLIC**

In accordance with Act 93 of 1998, Mr. Brandstedter recognized any participants who wished to address the board.

Cathy Long, 131 Willis Road, questioned Solicitor Young on any follow up information regarding December 10, 2024, general report from Solicitor Young on Pennsylvania Avenue zoning matter.

Ken Stoutzenberger, 2115 Teslin Road, expressed appreciation to the Public Works Department for their winter storm maintenance efforts on January 6, 2025. The board members expressed their appreciation as well.

**OTHER BUSINESS/REPORTS**

Police Chief Lash presented an activity update for Northern York County Regional Police Department.

Fire Chief Hoff presented an activity update for York Area United Fire and Rescue.

**EXECUTIVE SESSION**

No executive session was held.

**APPROVAL OF VOUCHERS**

Mr. Miller made a motion, seconded by Ms. McCune, to approve the payments of the vouchers listed on the Treasurer's Check Vouchers Lists: December 23, 2024, and January 6, 2025.

Motion carried. Ayes-5 Nays-0.

**ADJOURNMENT**

Being no further business, Mr. Miller made a motion to adjourn the meeting at 6:49 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Timothy R. James", written in a cursive style.

Timothy R. James, Secretary

TRJ/jah