

The Board of Supervisors met at the Township Office Building for their regular meeting on January 7, 2019, 7:30PM with Lowell Fry, Jere Swarr & Duane Martin present. The meeting was called to order by the Temporary Chairman and followed with the Pledge of Allegiance.

**REORGANIZATION: Election of Officers** *presently serving*

- CHAIRMAN:** *Mr. Lowell Fry*
- VICE CHAIRMAN:** *Mr. Jere Swarr*
- SECRETARY/TREASURER:** *Mr. Duane Martin*

**Mr. Martin made a motion to keep the officers the same as the prior year; second by Mr. Swarr. All voted in favor.**

**Appointments and other business:**

- MANAGER:** *Mrs. Sara Gibson*
- PUBLIC WORKS DIRECTOR:** *Mr. John Haldeman*
- RECORDING SECRETARY:** *Mrs. Melva Kready*
- ASSISTANT RECORDING SECRETARY:** *Miss Lindsey Brenner*
- VACANCY BOARD CHAIRMAN:** *Mr. Jay Gainer*
- ZONING OFFICER:** *Mr. David Eggert*
- DEPUTY ZONING OFFICER:** *Mrs. Sara Gibson*
- SOLICITOR, TOWNSHIP:** *Mrs. Susan Peipher, Esq.*  
*Blakinger Thomas*
- SOLICITOR, ZONING HEARING BOARD:** *Mr. Jason Hess, Esq.*  
*Morgan, Hallgren, Crosswell, & Kane*
- SEWAGE ENFORCEMENT OFFICER:** *Mr. David Lockard - Cert. #01074*
- ALTERNATE SEWAGE ENFORCEMENT OFFICER:** *Mr. Len Spencer – Cert. #03763*
- TOWNSHIP ENGINEER:** *Mr. James Caldwell, RETTEW*
- DEPOSITORY FOR TOWNSHIP FUNDS:** *Union Community Bank and Pennsylvania Local Government Investment Trust*  
*Fulton Bank*
- TOWNSHIP BUILDING CLEANING:** *Heritage Maintenance Collective*
- EMERGENCY MANAGEMENT COORDINATOR:** *Mrs. Lori Shenk*

**Mr. Martin made a motion to approve all the above appointments as stated; second by Mr. Swarr. All voted in favor.**

- PLANNING COMMISSION:** *Mr. Howard Boyd*  
*Reappoint to 4-year term (expires 12/31/22)*  
*Mr. Dennis Shellenberger*  
*Reappoint to 4-year term (expires 12/31/22)*

- ZONING HEARING BOARD:** *Vacant*  
*3-year term (expires 12/31/21)*

- ELECTED AUDITOR VACANCY:** *Mark Erb*  
*Appoint to fill vacancy until 2019 election*

- MANHEIM LIBRARY REPRESENTATIVE:** *Ms. Sue Hondru and Ms. Jeannine May*
- EARNED INCOME TAX COLLECTION:** *Lancaster County Tax Collection Bureau*
- LOCAL SERVICES TAX COLLECTION:** *Lancaster County Tax Collection Bureau*
- DELEGATE TO THE TOWNSHIP CONVENTION:** *Mr. Lowell Fry*

**RAPHO AREA FIRE ADVISORY COUNCIL:**

*FIRE COMPANY REPRESENTATIVES:*

*Mastersonville Fire Company –Representative Mr. Matt Shenk, alternate Mr. Troy Montgomery*

*Manheim Fire Company – Representative Mr. Dan Wagner, alternate Mr. Dan Reif*

*Fire Department Mount Joy – Representative Mr. Phil Colvin, alternate Mr. Robert Purcell*

*CITIZEN REPRESENTATIVE: Mr. Jerry Kipphorn*

*Reappoint to 3-year term (expires 12/31/21)*

*EX OFFICIO SUPERVISOR MEMBER: Mr. Duane Martin*

**DEPUTY REAL ESTATE TAX COLLECTOR:** *Mrs. Courtney Kready*

**ATHLETIC FIELD SCHEDULER:** *Mr. Don Wenger*

**MANHEIM AREA WATER AND SEWER AUTHORITY BOARD MEMBER:**

*Vacant*

*To complete 4-year term to expire 12/31/19*

**HOLIDAYS OBSERVED BY THE TOWNSHIP:**

*New Year’s Day, Good Friday*

*Memorial Day, July 4th, Labor Day,*

*Thanksgiving Day, Christmas Day and*

*Supplemental Christmas Day,*

*Two floating days as determined*

*by employees*

**MILEAGE RATE**

*58 cents per mile = 2019 IRS rate*

**ESTABLISHING OF WAGES:**

*Wages as noted in 2019 budget document*

*\$2,500 annual pay for each Supervisor*

**ESTABLISH TREASURER’S BOND:**

*\$1.5 Million*

**SUPERVISORS AS EMPLOYEE WAGES:**

*Recommend to Board of Auditors*

*\$17.00/hour*

**Mr. Martin made a motion to approve all appointments as stated above noting vacancies in the Zoning Hearing Board and the Manheim Area Water and Sewer Authority Board; second by Mr. Swarr. All voted in favor.**

**ESTABLISH TOWNSHIP FEES:**

*Resolution 2019-1*

**SEWAGE ENFORCEMENT FEES:**

*Resolution 2019-2*

**Mr. Martin made a motion to adopt Resolution 2019-1 to establish township fees and Resolution 2019-2 to establish sewage enforcement fees; second by Mr. Swarr. All voted in favor.**

**REGULAR MEETING**

The minutes of the December 20<sup>th</sup> Meeting were distributed. Mr. Swarr made a motion to approve the Minutes as presented; second by Mr. Martin. All voted in favor.

**PUBLIC COMMENTS** - None

**CHAIRMAN’S COMMENTS** - None

**PLANNING**

**Mr. Swarr made a motion to approve the Zoning Officer's December 2018 Report and the 2018 Annual Report; second by Mr. Martin.**

**OLD BUSINESS**

**Lefever Road Basin** - Township Manager Sara Gibson reviewed the project. The project had been bid before but the bids came back higher than expected so they were rejected and the project was not completed. She proposed rebidding the project without installing a clay liner in the hopes that the bids would come in lower. There was some discussion on this project and how it affects the township's MS4 Plan. **Mr. Martin made a motion to authorize the Lefever Road Basin be put out for bid eliminating the clay liner; second by Mr. Swarr. All voted in favor.**

**Brick Barn Project** - Mrs. Gibson announced that a DCNR grant was received in the amount of \$105,600 for the Brick Barn, play equipment to be installed near the Brick Barn and to repave the parking lot at the Rapho Park. The barn would house the mower, gator and other smaller equipment used at the park. The play equipment is for older children. The total cost of the project is \$210,000. The 2019 budget includes \$50,000 for this project and there is \$90,000 projected for the 2020 budget. Mr. Fry would like to see the total cost of the project lowered by using other materials on the barn.

**NEW BUSINESS**

The Emergency Management Coordinator's 2018 Report was distributed and reviewed.

**Mr. Swarr made a motion to authorize the advertisement of the ordinance for an intergovernmental cooperation agreement to allow the joint purchase of a crack sealer with Penn Township and Manheim Borough; second by Mr. Martin. All voted in favor.**

**Mr. Martin made a motion to approve the Audit Engagement Letter with Sager, Swisher and Company; second by Mr. Swarr. All voted in favor.**

**Mr. Martin made a motion to approve the Township Engineer Contract with Rettew Associates; second by Mr. Swarr. All voted in favor.**

Mrs. Gibson distributed a revised policy for the yard waste recycling facility usage. There was some discussion on the policy for commercial landscapers and the proposed increased fees. Mr. Martin would like to see tracking of how many times each landscaper uses the facility throughout the year. Mrs. Gibson said the security system for the yard waste facility does track the number of visits per vehicle. **Mr. Martin made a motion to adopt the revised Yard Waste Recycling Facility Usage Policy; second by Mr. Swarr. All voted in favor.**

The Tax Collector's December 2018 Report was distributed and reviewed.

**CORRESPONDENCE**

- Northwest EMS – Request for a Twp. Representative at 2/13/2019 Meeting Re: State of Local EMS Services*
- LCPC – Receipt of Proposal amending Zoning Map for 936 Strickler Rd.*
- Milanof-Schock Library November report*
- LCPC – Comments on East Hempfield Township Zoning Ordinance amendments*
- LCPC – Notice of Plan receipt for B.C. Desai*
- Manheim Historical Society newsletter*
- Rep. Mindy Fee re: House resolution 291 relating to Earned Income Tax collection*

**APPROVAL OF THE DISBURSEMENT LIST** - **Mr. Martin made a motion to approve the disbursement list and pay the bills; second by Mr. Swarr. All voted in favor.**

Mrs. Gibson said she was contacted by someone who owns several cemetery plots in the Kauffman Cemetery and would like to sell them. She asked the Board what they would like her to require in order to transfer the deeds. The Board said the current owner would need to sign over the deeds to the new owner and the township would have to be notified of the change so that the plot plan of the cemetery can be updated.

There being no further public business or public comments the meeting adjourned at 8:32PM.

Respectfully Submitted,

Melva J. Kready  
Recording Secretary